



SERENJE TOWN COUNCIL

MINUTES OF THE FIRST ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBER NG'ANSWA ROAD, SERENJE ON FRIDAY, 23RD DECEMBER, 2022 AT 10:30 HOURS.

PRESENT

COUNCILLORS:

NAME

WARD

Staivous Mulumba	-	Council Chairperson
Bwanga Chricious. M	-	Kabansa
Changwe Gershom	-	Kanona
Chibuye Vernon	-	Musangashi
Chiinya Leo	-	Chisomo
Chisenga Elvis	-	Lupiya
Chola Francis	-	Chibale
Hamalabbi Mwiinga	-	Mweshe
Kabwe Thelma	-	Kabamba
Katoma Francis	-	Milenje
Kanchepea Leonard	-	Lushibashi
Mambwe Stanley	-	Serenje
Mukosha Emmanuel	-	Chisangwa
Mukosha M. Dickson	-	Masanninga
Mumbi Peter	-	Kashishi
Mwandu Eddy	-	Lukusashi
Mwandu Giff	-	Sancha
Mulenga Wilfred	-	Kabwe Kupela
Mwengwe Bravers	-	Mailo
Sigauke F. J. Douglas	-	Mbaswa
Yamba Brighton Matipa	-	Ibolelo
Ngoma Boyd	-	Royal Highness Chief Kabamba
Musonda C. Joshua	-	Royal Highness Chief Chibale
Rhoda Kapi	-	Her Royal Highness Chieftainess

APOLOGIES: No apology was received

OFFICERS IN ATTENDANCE:

- Milly Muluti - Council Secretary
- Mafita Mtonga - Director of Works
- George Mtika - Deputy Council Treasurer
- Precious Mukamba - District Planning Officer
- Soft Tembo - Town Planner
- Dr. Chapa Given - District Health Director
- Sarah Chewe Masiye - Ag. Deputy Council Secretary

- Janet Mumba - Assistant Procurement Officer

- Prince Mweemba - District Water Development Officer

- Petipa Kabwenda - District Education Statistics Officer

- Edah Tembo - Assistant Community Development Officer

- Chibuye Paul Lee - District Forestry Officer
- Levison Tembo - Ministry of Agriculture
- Matteo Tembo - Fisheries and Livestock Officer

- Stella N. Mwenya - Ag. DCTAO (Chiefs Affairs)
- Sydney K. Chileshe - Committee Clerk
- Oscar Malipenga - Public Relations Officer
- Sifuniso R. Musole - Assistant Committee Clerk
- David Chileshe - Sergeant at Arms

OTHER OFFICIALS PRESENT:

- Bishop Samson Kasele - Chaplain
- Musonda Mariyana - Main Market
- Ng'andwe Beatrice - Secretary Ibolelo Market
- Hildah Mwale - Metrological Assistant
- Joel Mashonga - Chamber of Commerce
- Evans Chibuye - Turn Off

=====

THE NATIONAL ANTHEM WAS SUNG PRIOR TO THE COMMENCEMENT OF THE MEETING AND SUBSEQUENTLY A PRAYER WAS GIVEN BY THE CHAPLAIN BISHOP SAMSON KASELE

NOTICE CONVENING THE MEETING

The notice convening the meeting was read by the Council Secretary Milly Muluti and the meeting was called to order at 11:45 hours.

OC/41/12/22

COUNCIL CHAIRPERSON'S COMMUNICATION

The Council was informed of various communications by the Council Chairperson.

In his welcoming remarks, the Council Chairperson expressed gratitude to Councillors and management team and welcomed all the attendants to the first Ordinary Meeting of the Council for the civil year 2022/2023.

He further recognized all protocols present, His Royal Highnesses Chief Kabamba, His Royal Highness Chief Chibale and Her Royal Highness Chief Serenje, all Councillors, all Chief Officers and all Heads of Government Departments. He also took an opportunity to officially inform the August house that his Vice Council Chairperson Ms. Doris Ikona did tender in her resignation letter as vice Chairperson and area Councillor for Muchinda Ward in Serenje Central Constituency. He mentioned that the Council Secretary who was also the District Electoral Officer had subsequently, informed the Electoral Commission of Zambia for action.

He mentioned that Council meetings provided a complete guidance for all duty holders, beginning with Councillors and all heads of government departments, to work closely with the people and provides solutions to problems that confronted the district and further added that the Council provided an opportunity to consistently inform its people on activities that were being undertaken by the government through the Local Authority in consultations with various stakeholders and indeed consistent Community engagements.

The Chairperson's communication and announcements was thereafter, **NOTED**.

OC/42/12/22

CONFIRMATION OF MINUTES OF THE TWENTIETH ORDINARY COUNCIL MEETING HELD ON FRIDAY 21ST OCTOBER, 2022

Minutes of the Twentieth Ordinary Council Meeting held on 21st October, 2022 were presented before the Council for Confirmation - Minute number **OC/30/10/22 -OC/40/10/22** on pages 1 -12.

On a proposal by Councillor Kanchepa Leonard and duly seconded by Councillor Chisenga Elvis, it was;

RESOLVED

That the Minutes of the Twentieth Ordinary Council Meeting held on 21st October, 2022 Minute number **OC/30/10/22 - OC/40/10/22** on pages 1-12 be **CONFIRMED**.

OC/43/12/22

ACTION TAKEN REPORT

The action taken report was presented before the Council for confirmation.

On minute number **PWD&RE/82/08/22**, members wanted to find out why it had taken long to allocate plots that were advertised and people interviewed at the market area, Kambobe and new market. In response, the Council was informed that Serenje Town Council was not a planning authority and would engage the provincial planners who would advise on the planning of the same area thereby offloading even more Commercial plots.

On item number **PWD&RE/100/08/22, PWD&RE/101/08/22, PWD&RE/102/08/22** and **PWD&RE/103/08/22**, the status on the same were indicated as "**PENDING**" because the documents were not fully submitted and on minute number **PWD&RE/107/08/22, PWD&RE/108/08/22** and

PWD&RE/109/08/22 the pending was as a result of the plots not been replanned.

On item number **AUD/34/08/22**, the Council wanted to find out the sanitation at Ibolelo market. In response, the Council was informed that everything had been done and the septic tank installed and what was remaining was the connection of water.

Thereafter, the report was; **NOTED.**

OC/44/12/22

CANCELLATION OF ELECTIONS FOR THE VICE CHAIRPERSON

Elections of the vice chairperson were to be conducted through the ballot according to standing order Part II (3) and No. 6, and before they could be conducted, the Council realized that the resignation letter from the Vice Chairperson was not addressed to the Council Chairperson but the Council Secretary as the law provided. Therefore, the elections were called off to allow the fresh submission of the letter to Electoral Commission of Zambia. After a proposal from Councillor Kanchepa and duly seconded by Councillor Mumbi Peter, the agenda on elections of the vice Chairperson, was thereafter, amended/ cancelled.

SC/45/12/22

CONFIRMATION OF MINUTES OF THE SPECIAL MEETING OF THE COUNCIL HELD ON TUESDAY 13TH DECEMBER, 2022

Minutes of the Special Meeting of the Council held on Tuesday 13th December, 2022 were presented before the Council for Confirmation - Minute number **SC/01/12/22 - SC/13/12/22** on pages 13 -24.

On a proposal by Councillor Brighton Yamba Matipa and duly seconded by Councillor Vernon Chibuye, it was;

RESOLVED

That the minutes of the Special Meeting of the Council held on Tuesday 13th December, 2022 Minute number **SC/01/12/22 - SC/13/12/22** on pages 13-24 be **CONFIRMED.**

ADOPTION OF MINUTES OF THE HEALTH, HOUSING AND SOCIAL SERVICES COMMITTEE MEETING HELD ON FRIDAY 25TH NOVEMBER, 2022

The Minutes of the above mentioned Committee from Minute Number **HHSS/86/11/22** to **HHSS/106/11/22** were presented before the Council by the Committee Chairperson for consideration.

After due consideration of the minutes and on a proposal by Councillor Mwendwe Bravers and duly seconded by Councillor Mukosha M. Dickson, it was;

RESOLVED

That the Minutes of Health, Housing and Social Services Committee meeting held on Friday 15th July, 2022 Minute Number **HHSS/86/11/22** to **HHSS/106/11/22**, on page 57-79 be **ADOPTED** as part of the Council proceedings, subject to the following amendments;

- i. On item number **HHSS/95/11/22**, the sentence should include "some loses".
- ii. On item numbers **HHSS/97/11/22** page 64, the sentence should begin with "compel" and not 64compel
- iii. On **HHSS/106/11/22** page 76, the sentence should read "the district to receive alerts" and not to alerts.

The Council wanted to find out what caused the poisoning of the workers at Safal and what decision was taken. In response, the Council heard that the poisoning was as a result of the chemicals at the mine and the closure of the same was in place and that the 18 workers affected had been taken to Lusaka for treatment.

**ADOPTION OF MINUTES OF THE AUDIT COMMITTEE MEETING
HELD ON FRIDAY 12TH DECEMBER, 2022**

The Minutes of the above mentioned Committee from Minute Number **AUD/35/12/22** to **AUD/50/12/22** were presented before the Council by the Committee Chairperson for consideration.

After due consideration of the minutes and on a proposal by Councillor Brighton Yamba Matipa and duly seconded by Councillor Chinya Leo, it was;

RESOLVED

That the Minutes of Audit Committee meeting held on Monday 12th December, 2022 Minute Number **AUD/35/12/22** to **AUD/50/12/22**, on page 80 - 94 be **ADOPTED** as part of the Council proceedings subject to the following amendments and inclusions;

- i. On item number **AUD/35/12/22** on page 81, the sentence should be read as "Chairperson of AUDIT" and not Health, Housing and Social Services.
- ii. On minute number **AUD/36/12/22** on page 82 on the recommendation, the word "April 2023" should be included at the end of Council to read "Council. (April 2023).
- iii. On item number **AUD/37/12/22** on the second resolution, the resolution should read "to engage the Civic leaders and correct the situation of boarding rooms on credit.
- iv. On minute number **AUD/38/12/22** on page 84 on the recommendation, the recommendation should change from "renewal of contracts for revenue agents before the April 2023 meeting of the Council to "renewal of contracts for revenue agents with immediate effects".
- v. On minute number **AUD/44/12/22** on page 89 on the recommendation, the word "starting January 2023" should be included at the end of Officers to read "Officers starting January 2023.

- vi. On minute number **AUD/45/12/22** on page 90 on the recommendation, the word “before January 2023” should be included at the end of life threatening to read “before starting January 2023”.
- vii. On minute number **AUD/42/12/22**, inclusion of Chief retainers on the training program for Council Police officers.

OC/47/12/22

ADOPTION OF MINUTES OF THE FINANCE, HUMAN RESOURCES AND GENERAL PURPOSES COMMITTEE MEETING HELD ON FRIDAY 14TH DECEMBER, 2022

The Minutes of the above mentioned Committee from Minute Number **FHRGP/71/12/22** to **FHRGP/91/12/22** were presented before the Council by the Committee Chairperson for consideration.

After due consideration of the Minutes and on a proposal by Councillor Kanchepa Leonard and duly seconded by Councillor Mulenga Wilfred, it was;

RESOLVED

That the Minutes of Finance, Human Resources and General Purposes Committee meeting held on Friday 29th July, 2022, Minute Number **FHRGP/71/12/22** to **FHRGP/91/12/22**, pages 95 - 108 be **ADOPTED** as part of the Council proceedings, subject to the following;

- i. On minute numbers **FHR&GP/71/12/22**, page 96, the sentence should read “Councillor Chisenga Elvis proposed that Councillor Kanchepa Leonard” be elected and not Councillor Brighton Yamba Matipa.
- ii. On minute numbers **FHR&GP/82/12/22**, page 101 in the column for proposed rates, on K200, it should be “K180” and where there is a K250, it should read “K220”.
- iii. On minute numbers **FHR&GP/86/12/22**, page 105 in the column for current price, on K1,000, it should be “K900” and on the column for proposed price, where there is a K1,000 for Chief Admin house, it should read as “K1200”.

- iv. On minute number **FHR&GP/86/12/22** on the resolution, it should read “be increased by a K300.00 and not a K200.00.
- v. On minute number **FHR&GP/87/12/22** on the column for proposed price on Atlasmara Bank, the price should read “K13, 200 and not a K15, 000.

After a thorough scrutiny on items, the item on the payment of acting allowances to Officers who had been acting on the suspended officers was earmarked to be discussed after all the items had been exhausted to allow the exclusion of the public according to section 15 of the Local Government Act number 2 of 2019.

It was upon a proposal by Councillor Katoma Francis and duly seconded by Councillor Mukosha Emmanuel, it was;

RECOMMENDED

That the item on the payment of acting allowance to Officers who had been acting on those suspended be discussed after all items were exhausted.

After the public were excluded at 17:28 hours, the matter was discussed at length and the resolutions were that;

- a) The acting allowances be given to Officers who had been acting on the positions for the suspended officers
- b) The suspended officers be brought back for work to avoid the payment of salaries to two Officers on the same position and yet not providing any service to the institution.

During consideration of resolutions b, the Council Secretary advised the Council that the route that was taken was a wrong one and mentioned that she should be recorded as having advised the Council of the wrong route.

After a lengthy discussion, upon a proposal by Councillor Leonard Kanchepa and duly seconded by Councillor Francis Chola, it was thereafter recommended that the above resolutions be implemented.

ADOPTION OF MINUTES OF THE PLANS, WORKS, DEVELOPMENT AND REAL ESTATES COMMITTEE MEETING HELD ON FRIDAY 16TH DECEMBER, 2022

The Minutes of the above mentioned Committee from Minute Number **PWD&RE/145/12/22** to **PWD&RE/178/12/22** were presented before the Council by the Committee Chairperson for consideration.

After due consideration of the minutes, and on a proposal by Councillor Francis Katoma and duly seconded by Councillor Douglas Free Jones Sigauke, it was;

RESOLVED

That the Minutes of Plans, Works, Development and Real Estates Committee meeting held on Friday 16th December, 2022 Minute number **PWD&RE/145/12/22** to **PWD&RE/178/12/22**, from page 109-137 **be adopted** as part of the Council proceedings subject to the following amendments and inclusions;

- i. That under minute number **PWD&RE/162/12/22**, the conversion fee on the column for Zambians on above 250Ha, the amount be amended to read K100 per Hectare
- ii. Under minute number **PWD&RE/177/12/22** on page 135 in the table, the ward on No. 4 - Sasa should be changed to "Lupiya" and not "Kabundi".
- iii. Under minute number **PWD&RE/178/12/22** on page 136 in the table, the ward on Fikondo Rural Health Post should be changed to "Chibale ward" and not "Masaninga".

REPORT OF THE COUNCIL SECRETARY

OC/49/12/22

SERENJE TOWN COUNCIL WEBSITE

The Council Secretary reported for the information of the Council that the Ministry of Local Government and Rural Development in partnership with E-Government Division (Smart Zambia Institute) was spearheading the initiative of developing websites for 116 Local Authorities in a phased approach and that Serenje Town Council was among the first 30 Local Authorities whose website had been developed and uploaded on the newly acquired servers whose link was <https://www.serenjecouncil.gov.zm/>.

She further mentioned that the initiative was aimed at enhancing the visibility of Local Authorities across the globe.

Thereafter, the report on Serenje Town Council Website, was; **NOTED**.

OC/50/12/22

STAFF TRANSFER- MUKUKA CHILESHE – PROCUREMENT OFFICER

The Council Secretary reported to the Council that the Local Government Service Commission had transferred Mukuka Chileshe – Procurement Officer from Serenje Town Council to Lusangazi Town Council with immediate effect on the same capacity.

Thereafter, the report on the staff transfer for Mukuka Chileshe – Procurement Officer, was; **NOTED**.

OC/51/12/22

RECEIPTS AND PAYMENTS ACCOUNT FOR THE MONTH OF JANUARY - OCTOBER 2022

The Council Secretary reported to the Council that Management corrected the mispostings on items namely; Consent fees, Survey fees, Registration of Clubs and other fees and charges on Receipts and Payments Account for the month of January – October.

The report was thereafter; **NOTED**.

ESTABLISHMENT OF HUMAN RESOURCE MANAGEMENT COMMITTEE IN THE LOCAL AUTHORITIES

The Council Secretary reported to the Council that management was in receipt of a Circular Minute No. 18 of 2022 from the Local Government Service Commission informing Councils that the Commission had been establishing Human Resource Management Committee in Local Authorities in accordance with Sections 33 (1) of the Service Commissions Act No. 10 of 2016 and that the Commission had delegated the following functions to Human Resource Management Committees that included:

1. Recruitments
2. Confirmations
3. Acting appointments
4. Substantive promotions
5. Training and Development
6. Discipline
7. Regarding
8. Resignations
9. Separations which included: retirements, except retirements in public and national interests
10. Authorising the withholding, reduction or suspension of salaries of erring employees
11. The Committees shall recommend to the Commission for the cases involving Transfers, Secondments or attachments for determination.

The Council further heard that the Committees would be dealing with all Officers in the salary scales LGSS/13 to LGSS/18 and that on 31st May, 2022, the Commission launched the Non- legislative documents following the issuance of Statutory instrument no. 105 of 2020 which consequently replaced Statutory instrument No. 115 of 1996. The Non – Legislative documents which have since replaced the 1996 Terms and Conditions of Service include:

1. Terms and Conditions of Service for the Local Government Service – June, 2021

2. Human resource management guidelines and procedures for Recruitment and Placement in the Local Government Service
3. Disciplinary code and procedures for handling offences in the Public Service and local Government Service
4. Grievance Handling Procedures for the Public Service and the Local Government Service and
5. Revised code of Ethics for the Public Service and Local Government service 2020.

In view of the above development, Division IV employees had also come under the mandate of the Human Resource Management Committees in line with Sections 33 (5) of the Service Commissions Act No. 10 of 2016 and that the same Non – legislative documents had with effect from 31st May, 2022 applied to employees in Division IV.

The report on establishment of Human Resource Management Committees in the Local Authorities was thereafter; **NOTED**.

OC/53/12/22

DATA COLLECTION FOR THE DEVELOPMENT OF THE NATIONAL HOUSING DEVELOPER'S REGISTER IN SERENJE

The Council Secretary reported to the Council that Management was in receipt of a letter from Ministry of Infrastructure, Housing, and Urban Development informing the Council that it had commenced the development of the National Housing Developer's Register which aimed to capture data on local housing developers in the district and that the team of officers from the Ministry visited the district on 20th December, 2022 to undertake the same activity.

Thereafter, the report was; **NOTED**.

OC/54/12/22

REVOCAION OF 0.6 HECTARES OF LAND ALLOCATED TO MR MATEYO NYENDWA

The Council Secretary reported for the consideration of the Council that Management was in receipt of a letter from His Royal Highness Chief Kabamba informing the Council

that he had revoked the 0.6 Hectares of land granted to Mr. Mateyo Nyendwa and that the revocation was with effect from 6th November, 2022.

The Council Secretary further reported to the Council that management assessed the letter that was received and recommended that the Council rescinded its decision under Minute Number PWD&RE /86/08/22 and cancelled the application.

After a brief discussion and due consideration of the matter upon a proposal by Councillor Brighton Matipa Yamba and duly seconded by Francis Katoma, it was;

RESOLVED

That the revocation of 0.6 Hectares of land allocated to Mr Mateyo Nyendwa be **APPROVED**.

OC/55/12/22

REVOCAION OF 41.6 HECTARES OF LAND ALLOCATED TO MR MATEYO NYENDWA

The Council Secretary reported for the consideration of the Council that under Minute Number PWD&RE/87/08/22 the Council had resolved that the application for Conversion of tenure for Mr Mateyo Nyendwa should be deferred in order to enable the application to reconcile with his Royal Highness Chief Kabamba.

The Council further learnt that following the receipt of the letter from His Royal Highness to revoke the 41.6 Hectares of land allocated to Mr Mateyo Nyendwa with effect from 6th November, 2022, Management recommended that the Council rescinded its decision under Minute number PWD&RE/87/08/22 and cancel the application.

After a brief discussion and due consideration of the matter upon a proposal by Councillor Brighton Matipa Yamba and duly seconded by Francis Katoma, it was;

RESOLVED

That the revocation of 0.6 Hectares of land allocated to Mr Mateyo Nyendwa be **APPROVED**.

SUBMISSION OF THE PLANNING SURVEY AND ISSUE REPORT

The Council Secretary reported for the consideration of the Council that Management had finalised working on the Planning Survey and issued report to the Serenje District Integrated Development Plan and had made a submission to the province for consideration. She further reported that in an effort to ensure that Councillors were well informed on what had been done, management prepared a brief presentation to enable them appreciate what had been done.

After a brief discussion and due consideration of the matter upon a proposal by Councillor Brighton Matipa Yamba and duly seconded by Councillor Chibuye Vernon, it was;

RESOLVED

That the submission of the planning survey and issue report be **APPROVED**

There being no further business to transact, the Chairperson declared the meeting closed at 18:20 hours after the National Anthem was sung and thereafter a closing prayer was given by Mr Kasele Samson the Chaplain.

COUNCIL

CHAIRPERSON.....DATE.....

**ACTION TAKEN REPORT FOR THE RESOLUTIONS OF THE COUNCIL MEETING HELD
ON FRIDAY 23RD DECEMBER, 2022**

MINUTE NO.	HEADING/RESOLUTIONS	ACTION TAKEN	RESPONSIBLE OFFICER
OC/14/12/21	<p>COUNCIL TO VENTURE IN SMALL SCALE MINING UNDER PUBLIC PRIVATE PARTNERSHIP – PPP</p> <p>-Council has obtained consent from ZCCM-IH</p> <p>-Public Private Partnership documents are being worked on.</p>	Plans Committee to visit the site	DPO
OC/54/12/22	<p>REVOCATION OF 0.6 HECTARES OF LAND ALLOCATED TO MR MATEYO NYENDWA</p> <p>RESOLVED That the revocation of 0.6 Hectares of land allocated to Mr. Mateyo Nyendwa be APPROVED.</p>	Done	DPO
OC/55/12/22	<p>REVOCATION OF 41.6 HECTARES OF LAND ALLOCATED TO MR MATEYO NYENDWA</p> <p>RESOLVED That the revocation of 0.6 Hectares of land allocated to Mr Mateyo Nyendwa be APPROVED.</p>	Done	DPO
OC/56/12/22	<p>SUBMISSION OF THE PLANNING SURVEY AND ISSUE REPORT</p> <p>RESOLVED That the submission of the planning survey and issue report be APPROVED.</p>	Done	DPO
FHR&GP/70/07/22	<p>PROPOSED PREMIUMS FOR SMALL SHOPS</p> <p>RECOMMENDED That the payments for the</p>		

	proposed premiums for small shops in various areas be APPROVED.	In progress	CT
PWD&RE/82/08/22	MOTIONS That the Motion on having Commercial plots in front of Wonderful, Café dela shops and new market be APPROVED as recommended and that planning department should plan the area.	Finalising the LAP (Local Area Network) Awaiting Numbering	DPO
PWD&RE/93/08/22	APPLICATION FOR THE CONVERSION OF 250 HECTARES OF LAND IN CHIEF CHIBALE'S CHIEFDOM BY HILDA KALUNGA RECOMMENDED THAT The application for the Conversion of 250 Hectares of land in Chief Chibale's Chiefdom by Hilda Kalunga be APPROVED.	Done	DPO
PWD&RE/94/08/22	APPLICATION FOR THE CONVERSION OF 250 HECTARES OF LAND IN CHIEF CHIBALE'S CHIEFDOM BY JAMES KALUNGA RECOMMENDED That the application for the Conversion of 250 Hectares of land in Chief Chibale's Chiefdom James Kalunga be APPROVED.	Done	DPO
PWD&RE/95/08/22	APPLICATION FOR THE CONVERSION OF 250 HECTARES OF LAND IN CHIEF CHIBALES CHIEFDOM BY MWANSA POMBOLOKA RECOMMENDED That the Application for the Conversion of 250 Hectares of land in Chief Chibale's Chiefdom by Mwansa Pomboloka be APPROVED.	Done	DPO
PWD&RE/96/08/22	APPLICATION FOR THE		

	<p>CONVERSION OF 250 HECTARES OF LAND IN CHIEF CHIBALES CHIEFDOM BY PETER CHISANGA</p> <p>RECOMMENDED That the application for the Conversion of 250 Hectares of land in Chief Chibale's Chiefdom by Peter Chisanga be APPROVED as recommended</p>	Done	DPO
PWD&RE/106/08/22	<p>APPLICATION FOR FARM NORMALIZATION BY ISAAC MWALE</p> <p>RECOMMENDED That the application for farm Normalization by Isaac Mwale be Considered upon presenting a Consent letter from the Court.</p>	Pending submission of consent letter from the Court	DPO
PWD&RE/107/08/22	<p>APPLICATION FOR THE NORMALIZATION OF A FARM IN KASANKA-VITALIS MULENGA</p> <p>RECOMMENDED That the application for the Normalization of a Farm in Kasanka by Vitalis Mulenga be APPROVED upon inspection.</p>	Applicant informed of the Council decision	DPO
PWD&RE/119/08/22	<p>PROPOSED CREATION FOR THANDY MALIBU IN OLD IBOLELO</p> <p>RECOMMENDED That the application for a proposed creation in old Ibolelo by Thandy Malibu of NRC number 300850/53/1 be APPROVED as recommended.</p>	Done	DPO
PWD&RE/127/08/22	<p>APPLICATION FOR THE CONVERSION OF 150 HECTARES OF LAND IN CHIEF KABAMBA'S CHIEFDOM BY ULTRA GREEN CORPORATION ZAMBIA LIMITED</p> <p>RECOMMENDED That the application for the</p>	- Pending	DPO

	Conversion of 150 Hectares of Land in Chief Kabamba's Chieftdom by Ultra Green Corporation Zambia Limited be APPROVED as recommended.	approval of the waiver - Item reported to the Committee for consideration	
PWD&RE/128/08/22	APPLICATION FOR THE CONVERSION OF 232 HECTARES OF LAND IN CHIEF KABAMBAS CHIEFDOM BY ULTRA GREEN CORPORATION ZAMBIA LIMITED RECOMMENDED That the application for the Conversion of 232 Hectares of Land in Chief Kabamba's Chieftdom by Ultra Green Corporation Zambia Limited be APPROVED .	- Pending - Applicant informed of the Council decision	DPO
PWD&RE/129/08/22	APPLICATION FOR THE CONVERSION OF 0.32 HECTARES OF LAND IN CHIEF KABAMBA'S CHIEFDOM BY MAVIS KUNDA RECOMMENDED That the application for the Conversion of 0.32 Hectares of land in Chief Kabamba's Chieftdom by Mavis Kunda be APPROVED .	Done	DPO
PWD&RE/131/08/22	CREATION OF COMMERCIAL SHOPS AT CAFEDELA AND NEW MARKET BUS STATION RECOMMENDED That the creation of Commercial shops at Kaf'edela and new Market Bus Station be APPROVED as recommended.	Done	DPO
PWD&RE/135/08/22	APPLICATION FOR THE CONVERSION OF 50 HECTARES OF LAND IN CHIEF KABAMBA'S CHIEFDOM BY FRANCIS KATOMA RECOMMENDED		

	The application for the Conversion of 50 hectares of land in Chief Kabamba's Chieftdom by Francis Katoma be APPROVED as recommended.		DPO
PWD&RE/137/08/22	Construction of Community Piped Water Supply at the Turn Off RECOMMENDED That Lukanga and Council management to discuss the water supply at Turn Off	Not Done	CS
AUD/34/08/22	IBOLELO MARKET TOILET RECOMMENDED That the sanitation at Ibolelo Market Toilet be worked on as soon as possible so that the operations should continue.	On going	DOWS
STC/SBCM/03/11/22	2022 BUDGET PERFORMANCE RESOLVED That the Council should engage all the Ward Development Committees in order for them to identify the revenue points in their respective wards so that the revenue can be enhanced.	Done	CT
HHSS/104/11/22	PROTECTIVE CLOTHING RESOLVED That Management should be allocating funds (20%) from Health permits for the mandatory procuring of personal protective clothing every six months.	Protective clothing already bought in the first 6 months	CT/DCS
HHSS/105/11/22	WASTE MANAGEMENT RESOLVED That the refuse bays should be constructed using capital project because this was a serious matter which needs urgent attention.	As per new CDF guidelines, the Council to procure skip Trucks and Bins from 2023 CDF	CT/SHI

<p>AUD/36/12/22</p>	<p>UNCOLLECTED REVENUE FROM TRANSPORTATION OF MANGANESE</p> <p>RECOMMENDED That the authenticating of documents of owners of the trucks that ferried manganese be APPROVED and the action be taken before the next meeting of the Council.</p>	<p>In Progress</p>	<p>CT</p>
<p>AUD/37/12/22</p>	<p>UNCOLLECTED REVENUE FROM IBOLELO VALLEY VIEW INN (COUNCIL MOTEL)</p> <p>RECOMMENDED (I)That all the debts owed should be settled before the April 2023 meeting of the Council.</p>	<p>Done</p>	<p>CT</p>
<p>AUD/38/12/22</p>	<p>REVENUE COLLECTORS WORKING WITHOUT VALID CONTRACTS</p> <p>RECOMMENDED That the section was under staffed and was going to formalize the renewal of contracts for revenue agents before the April 2023 meeting of the Council.</p>	<p>Done</p>	<p>DCS</p>
<p>AUD/39/12/22</p>	<p>FAILURE TO PROVIDE PERSONAL PROTECTIVE EQUIPMENT FOR WORKERS</p> <p>RECOMMENDED That the Plans to procure Personal Protective Equipment (PPEs) for the workers under Public Health Section be implemented by the end of January 2023.</p>	<p>Done</p>	<p>DCS</p>
<p>AUD/40/12/22</p>	<p>SANITARY CONDITIONS AT THE CIVIC CENTRE</p> <p>RECOMMENDED That management should engage a plumber as soon as the funds were available.</p>	<p>Done</p>	<p>DOW</p>

AUD/41/12/22	INADEQUATE FACILITIES AT THE REGISTRY OFFICE RECOMMENDED That management should expedite the process of procuring furniture and equipment at the Registry Office.	Not yet done	DCS/CT
AUD/42/12/22	INADEQUATE ORIENTATION OF STAFF RECOMMENDED That management should put up a programme of re-orienting the staffs and should be available by the April 2023.	Not yet done	DCS
AUD/43/12/22	INADEQUATE TRAINING OF COUNCIL POLICE OFFICERS RECOMMENDED <ol style="list-style-type: none"> 1. That management would engage Zambia Police to help train the Officers. 2. That Chiefs Retainers be included in the training 	Not yet done	DCS
AUD/44/12/22	FAILURE TO OBTAIN FOOD HANDLERS CERTIFICATES FOR COUNCIL MOTEL WORKERS RECOMMENDED That management should go for routine medical arrangements for the examinations of Officers.	Done	DCS
AUD/45/12/22	FAILURE TO TAKE REFUSE COLLECTORS FOR MEDICAL EXAMINATIONS RECOMMENDED That management should work on the arrangements for examinations of refuse collectors as soon as possible for it was a life threatening.	Done	DCS
AUD/46/12/22	FAILURE TO SIGN IN THE OFFICERS' LOG BOOKS RECOMMENDED That management should		

	quicken the process of acquiring a Biometric Machine as soon as possible.	Done	DCS
AUD/47/12/22	<p>INSANITARY CONDITIONS AT MAIN MARKET TOILETS AND WAITING ROOM</p> <p>RECOMMENDED</p> <p>i. That management should work on the toilets as soon as possible</p> <p>ii. That management should go on with its plan of constructing a toilet using Constituency Development Fund</p>	Not yet Done	DOW
AUD/48/12/22	<p>DELAY IN CONSTRUCTION OF REFUSE BAYS</p> <p>RECOMMENDED</p> <p>That the construction of refuse bays by management as budgeted for under the 2023 capital projects instead of locally generated income be APPROVED.</p>	In process	DOW/SHI
AUD/49/12/22	<p>CURRENT STATE OF THE DRY PORT</p> <p>RECOMMENDED</p> <p>That the recommendation by management to use the revenue collected from the Dry Port be ploughed back to address the challenges at the dry port be APPROVED.</p>	Done	DOW
AUD/50/12/22	<p>LACK OF PROGRAMMES ON PUBLIC HEALTH AWARENESS</p> <p>RECOMMENDED</p> <p>That the recommendations made and the programme made should be followed as it was very cardinal.</p>	Not Done	SHI
FHR&GP/75/12/22	<p>REQUEST FOR PERMISSION TO BE ON PAID STUDY LEAVE</p> <p>RECOMMENDED</p> <p>That the report for permission</p>		DCS

	to go on study leave be APPROVED.	Submitted	
FHR&GP/76/12/22	ACTING ALLOWANCE – GEORGE MTIKA (DEPUTY COUNCIL TREASURER) AND KELVIN CHILUFYA (ASSISTANT INTERNAL AUDITOR) RECOMMENDED That the report on acting allowance George Mtika (Deputy Council Treasurer) and Kelvin Chilufya (Assistant Internal Auditor) be APPROVED.	Submitted to the Commission	CT
FHR&GP/82/12/22	ACCOMMODATION RATES RECOMMENDED That the report on accommodation rates be revised upwards with amendments.	Done	CT
FHR&GP/83/12/22	KITCHEN RATES RECOMMENDED That the price on items at the motel kitchen be revised up with some amendments.	Done	CT
FHR&GP/84/12/22	BAR PRICES RECOMMENDED That the price of beer and drinks at the Council bar be revised upwards as proposed.	Done	CT
FHR&GP/85/12/22	COUNCIL SHOPS RATES RECOMMENDED That the above proposed Council shops rates be increased with the adjustments on item 1, 2 and 5. Small stall – 130, Large shops – 150 and very large shops - 250	Done	CT
FHR&GP/86/12/22	COUNCIL HOUSES RENT RECOMMENDED That the rentals be maintained as proposed and the fees for item 2, 4 and 5 be increased by a K200.00.	Done	CT

FHR&GP/87/12/22	COUNCIL BUILDINGS RECOMMENDED i. That the rentals on Council buildings be approved as proposed ii. That the price on Atlasmara Bank should be increased according to the tenancy agreement of adjusting the rentals annually at 5%	Done	CT
FHR&GP/88/12/22	RECEIPTS AND PAYMENTS AS AT 30TH OCTOBER 2022 RECOMMENDED i. That the report on receipts and payments be considered. ii. That Management should improve on the collection of revenue.	Noted	CT
PWD&RE/146/12/22	GENERATION OF NEW MINUTES RECOMMENDED THAT The application for generation of new minutes be APPROVED as recommended.	Done	DPO
PWD&RE/147/12/22	APPLICATION FOR PLOT NORMALISATION RECOMMENDED THAT The application for plot normalization be APPROVED as recommended.	Done	DPO
PWD&RE/148/12/22	CONSIDERATION FOR TWENTY-TWO RESIDENTIAL PLOTS BY THE CHANDA'S FAMILY IN KAMBOBE EXTENTION RECOMMENDED THAT The application for consideration for Twenty Two residential plots by the Chanda's family in Kambobe Extension be APPROVED as recommended.	In progress	DPO
PWD&RE/149/12/22	APPLICATION FOR FRESH DOCUMENTS RECOMMENDED THAT 1. The application for fresh	Done	DPO

	<p>documents by Mr. George Simwanza be APPROVED as recommended.</p> <p>2. The applicant should pay a K250 interview fee before the Ordinary Council Meeting and all other processing fees attached to his application.</p>		
PWD&RE/150/12/22	<p>PROPOSED CANCELLATION AND CREATION OF PLOT SER/1856</p> <p>RECOMMENDED THAT The proposed cancelation and creation of plot SER/1856 be approved as recommended.</p>	Done	DPO
PWD&RE/151/12/22	<p>PROPOSED CANCELLATION OF PLOT SER/1705</p> <p>RECOMMENDED THAT 1. The proposed cancelation of plot SER/1705 be APPROVED as recommended. 2. The Commissioner of lands should also cancel the offer and issue plot SEREN/LN-81648/62 to Mr. Terrison Chafwa.</p>	Done	DPO
PWD&RE/152/12/22	<p>CONSIDERATION OF ALTERNATIVE PLOTS</p> <p>RECOMMENDED THAT The applications for creation of alternative plots be APPROVED as recommended.</p>	Done	DPO
PWD&RE/154/12/22	<p>PROPOSED CREATION FOR MR KELVIN ZULU PLOT No. 2151</p> <p>RECOMMENDED THAT The application for proposed cancelation and numbering of plot number 2151 by Mr. Kelvin Zulu be APPROVED as recommended.</p>	Done	DPO

<p>PWD&RE/155/12/22</p>	<p>APPLICATION FOR THE CONVERSION OF 298 HECTARES OF LAND IN CHIEF KABAMBA'S CHIEFDOM BY ULTRA-GREEN CORPORATION</p> <p>RECOMMENDED THAT The application for the conversion of 250 Hectares of land In Chief Kabamba's Chiefdom By Ultra-Green Corporation be Approved as recommended upon inspection and the excess subject for approval by the Commissioner of Lands.</p>	<p>- Pending approval of the waiver</p> <p>- Item reported to the Committee for consideration</p>	<p>DPO</p>
<p>PWD&RE/156/12/22</p>	<p>APPLICATION FOR THE CONVERSION OF 2.3 HECTARES OF LAND IN CHIEF KABAMBA'S CHIEFDOM BY CALIBER HAULIERS ZAMBIA LIMITED</p> <p>RECOMMENDED THAT The application for the conversion of 2.3 Hectares of land In Chief Kabamba's Chiefdom By Caliber Hauliers Zambia Limited be APPROVED as recommended.</p>	<p>Done</p>	<p>DPO</p>
<p>PWD&RE/157/12/22</p>	<p>APPLICATION FOR THE CONVERSION OF 66 HECTARES OF LAND IN CHIEF KABAMBA'S CHIEFDOM BY ULTRA-GREEN CORPORATION</p> <p>RECOMMENDED THAT The application for the conversion of 66 Hectares of land In Chief Kabamba's Chiefdom By Ultra-Green Corporation be Approved as recommended upon inspection.</p>	<p>- Pending approval of the waiver</p> <p>- Item reported to the Committee for consideration</p>	<p>DPO</p>
<p>PWD&RE/159/12/22</p>	<p>APPLICATION FOR A PLOT BY THE FaR PROPERTY COMPANY (Z) LIMITED-TRADING AS CHOPPIES SUPERMARKET</p>		

	<p>LIMITED</p> <p>RECOMMENDED THAT The application for a plot by the FaR Property Company (Z) Limited-Trading as CHOPPIES SUPERMARKET LIMITED be APPROVED as recommended.</p>	Done	DPO
PWD&RE/160/12/22	<p>APPLICATION FOR SPACE TO PUT UP A PLAY PARK; REMMY MWANSA</p> <p>RECOMMENDED THAT The application for space to put up a play park by Remmy Mwansa be Approved subject to be given an alternative place designated as Play Park Area by Serenje Town Council.</p>	Done	DPO
PWD&RE/161/12/22	<p>APPLICATION FOR SPACE TO PUT UP A PLAY PARK; MWITWA MUTALA</p> <p>RECOMMENDED THAT The application for space to put up a play park by Mwitwa Mutale be APPROVED subject to be given an alternative place designated as Play Park Area by Serenje Town Council.</p>	Done	DPO
PWD&RE/162/12/22	<p>CONVERSION FEES</p> <p>RECOMMENDED THAT The Conversion Fees be APPROVED as amended.</p>	Done	DPO
PWD&RE/163/12/22	<p>PROPOSED CREATION</p> <p>RECOMMENDED THAT The Proposed Creation be APPROVED as recommended.</p>	Done	DPO
PWD&RE/164/12/22	<p>CHANGE OF PROJECT FROM BAR TO CONFERENCE</p> <p>RECOMMENDED THAT The change of project from bar to conference facility be APPROVED as recommended.</p>	In progress	DPO

<p>PWD&RE/169/12/22</p>	<p>REQUEST FOR A SHOP TO RENT – MR PETER MUKOSHA</p> <p>RECOMMENDED THAT The request for a shop to rent by Mr. Peter Mukosha be APPROVED subject to Management doing an assessment on the works needed to be done and establish the total cost.</p>	<p>Not yet done</p>	<p>DoW</p>
------------------------------------	---	---------------------	------------



SERENJE TOWN COUNCIL

MINUTES OF HEALTH, HOUSING AND SOCIAL SERVICES COMMITTEE MEETING HELD IN THE COMMITTEE ROOM, CIVIC CENTRE, NG'ANSWA ROAD, SERENJE ON WEDNESDAY 20TH JANUARY, 2023 AT 09:00 HOURS.

COUNCILLORS	Mwengwe Bravers	-	Chairperson
PRESENT:	Mukosha M. Dickson	-	Member
	Kabwe Thelma	-	Member
	Mumbi Peter	-	Member
	Mwandu Eddy	-	Member
	Staivous Mulumba	-	Council C/Person (Ex-Officio)
OFFICERS IN ATTENDANCE:	Milly Muluti	-	Council Secretary
	Muwowo Smart	-	Deputy Council Secretary
	Mwila Chola	-	Deputy Director of Works
	Dr. Hacamba Brian	-	District Fisheries and L/Stock Coordinator
	Chewe M. Sarah	-	Chief Administrative Officer
	Lubula Alfred	-	Chief Human Resource Officer
	Mtika George	-	Acting Council Treasurer
	Silungwe Henry	-	DEBS Officer
	Chitalu Lombe	-	Quantity Surveyor
	Munkondya Roy	-	Valuation Officer
	Moonga Gracious	-	District Community Development Officer
	Banda Thomas	-	District Aids Coordination Advisor
	Chilufya Kelvin	-	Ag. Internal Auditor
	Liyoka Silvia	-	Health Inspector
	Mwenda Lishebo	-	Planner (MoH)
	Sydney K. Chileshe	-	Committee Clerk

Malipenga Oscar	-	Public Relations Officer
Sifuniso R. Musole	-	Assistant Committee Clerk
Kavwala Ruth	-	Assistant Committee Clerk
Mukuka Justine	-	Intern

PRAYER

Prior to the commencement of the meeting Justine Mukuka gave an opening prayer thereafter the meeting was called to order at 10:15 hours.

NOTICE OF MEETING

The Notice of meeting was read by the Milly Muluti Council Secretary.

APOLOGY FOR ABSENCE

An apology for absence was received from Chieftainess Serenje.

OPENING REMARKS

The Chairperson elect welcomed all members present and encouraged them to participate and contribute freely. He further expressed his gratitude for the confidence shown in him by voting for him. He mentioned that he was not an island and therefore needed to work as a team.

REPORT OF THE DISTRICT EDUCATION BOARD SECRETARY

HHSS/107/01/23 SCHOOL GRANTS

The District Education Board Secretary reported for the information of the Committee that 12 Secondary Schools, 88 Primary Schools and 52 Community Schools received School grants in the fourth quarter successfully.

The report was thereafter, **NOTED.**

HHSS/108/01/23 PROCESSING OF PAYROLL INPUTS

The District Education Board Secretary reported for the information of the Committee that the district managed to place the remained 16 teachers on payroll from the total of 370 newly recruited teachers and that the office managed to compile files for the purpose of confirming all the newly recruited teachers.

During the consideration of the matter, the Committee learnt that the Department had faced accommodation challenges and therefore asked for the Committee to consider the construction of more houses in order to accommodate those who had no houses.

After a lengthy deliberation upon a proposal by Councillor Mumbi Peter and duly seconded by Councillor Mwandu Eddy, it was;

RECOMMENDED

That the construction of accommodation for Teachers who had no houses be considered using the Constituency Development Fund (CDF).

HHSS/109/01/23 PERSONAL EMOLUMENTS OUTSTANDING BILL

The District Education Board Secretary reported for the information of the Committee that the District conducted the cleaning and updating of the data base of the outstanding bills of the separated employees and serving staff in the district and that the updated, outstanding data base bill stood at 10,102,772.24ZWK from 8,340,922.00ZWK with the increase which was due to the inclusion of newly recruited staff setting in allowances.

He further reported that the District received 365,000.00ZWK in the month of December, 2022 for the purpose of paying the separatees and the District were making payments and that the preference of the payments was given for repatriation and deceased. Therefore, the criteria for payments also preferred those who left the system earlier.

The report was thereafter, **NOTED**.

HHSS/110/01/23 CONDUCT 100 OF GRADE SEVEN, NINE INTERNAL AND GRADE TWELVE EXAMINATIONS

The District Education Board Secretary reported for the information of the Committee that the District conducted the grade twelve and grade seven examinations in 10 and 73 centers respectively while grade 9 centers were 47. He further stated that the examinations were successfully implemented though the office still faced a challenge of transport in distributing examination papers.

The report was thereafter, **NOTED**.

HHSS/111/01/23 KEEPING GIRLS IN SCHOOLS (KGS) PROJECT IN SERENJE DISTRICT

The District Education Board Secretary reported for the information of the Committee that the District was implementing KGS project and 564 girls had been on the project since 2021 and that the number of beneficiaries had since increased from 564 to 981 due to the School assembly exercise which was conducted.

The report was thereafter, **NOTED**.

HHSS/112/01/23 TRANSPORT

The District Education Board Secretary reported for the information of the Committee that the District Office had two utility vehicles which were unreliable and made it very difficult for the office to conduct several activities like monitoring of Schools, conducting examinations and other related activities.

During consideration of the item, members were concerned that the conduction of different activities by the District office was cardinal and failure to get transport would disadvantage them to reach very far areas as they covered Serenje Central and Muchinga Constituencies and consideration to procure the vehicle would service the two constituencies.

After a lengthy deliberation upon a proposal by Councillor Peter Mumbi and duly seconded by Councillor Thelma Kabwe, it was;

RECOMMENDED

That the procurement of a vehicle for the DEBS be **APPROVED** using the constituency Development Fund and the cost be shared between the two constituencies Serenje Central and Muchinga Constituencies respectively.

REPORT OF DISTRICT SOCIAL WELFARE OFFICER

HHSS/113/01/23 STAFFING

The District Social Welfare Officer reported to the Committee that the department of Social Welfare had 3 (Three) Officers in the District.

The report was thereafter, **NOTED**.

HHSS/114/01/23 TRANSPORT

The District Social Welfare Officer reported to the Committee that the department depended on one vehicle which was very old and had defects and that the Office had continued using the vehicle for targets to be met and in addition, the Department had also received 75 bicycles to give to CWAC members.

The report was thereafter, **NOTED**.

HHSS/115/01/23 SOCIAL CASH TRANSFER

The District Social Welfare Officer reported to the Committee that the Government of the Republic of Zambia had been implementing the Social Cash Transfer Programme through the Ministry of Community Development and Social Services since 2003 and that the programme was aimed at reducing extreme poverty and eradicating the intergenerational transfer of poverty in households covered by the programme.

SOCIAL CASH TRANSFER SCHEME

CASELOAD

Serenje District had a caseload of Eight Thousand, One Hundred and Sixty Two (K 8,162.00) and the category was as follows;

TYPE OF SCT PROGRAMME	ABLE BODIED		PERSONS LIVING WITH DISABILITIES		TOTAL
	MALE	FEMALE	MALE	FEMALE	
	2, 181	5237	489	255	
TOTAL	7418		393		8162

The Committee further learnt that the department held a stakeholders meeting and all the Councillors were invited and that the Office also managed to conduct the following activities during 2022 Social Cash Transfer Scale up;

- Community Sensitization
- Disability and CIPC Certification
- Listing of Potential Beneficiaries
- Community Validation
- Enumeration
- Final Validation
- September-December Payment Done
- Trained 125 Pay Point Managers

The report was thereafter, **NOTED**.

HHSS/116/01/23 NON STATUTORY SERVICES

The District Social Welfare Officer reported to the Committee that the office offered the following services.

PUBLIC WELFARE ASSISTANCE SCHEME

The office repatriated 4 cases 2 Female and 2 Male clients in order to reach their destinations safely.

TEVET BURSARIES

The office handled Twenty Five (25) cases under this category during the period under review and that the fifteen males and ten females were recommended under TEVET bursaries System.

The report was thereafter, **NOTED**.

HHSS/117/01/23 PSYCHOSOCIAL SUPPORT AND COUNSELLING SERVICES

The District Social Welfare Officer reported to the Committee that the office had brought forward Seven (7) cases for all juvenile offenders placed on probation and Licenses from Katombora reformatory School.

The report was thereafter, **NOTED**.

HHSS/118/01/23 INVESTIGATIONS FOR COURTS

The District Social Welfare Officer reported to the Committee that the Office handled Six (6) cases during the quarter under review.

S/N	OFFENCE	NUMBER OF JUVENILES	AGE	SEX	DISPOSAL
1.	Theft	2	17	M	Probation
2.	Breaking into a building and committing a felony therein	3	16-17	M	Nakambala Approved school
3.	Trafficking in psychotropic substances	1	17	M	Condition discharge
TOTAL		6			

The Committee wanted to know the criteria used to identify juvenile cases and in response, the Committee was informed that the affected individuals were the ones that reported cases of juveniles and asked for assistance from the same department.

The report was thereafter, **NOTED**.

HHSS/119/01/23 NAKAMBALA APPROVED SCHOOL

The District Social Welfare Officer reported to the Committee that the Office had one Juvenile sent to Nakambala approved School.

PROBATION SERVICES

The Office had brought forward of Sixteen (16) and during the period under review, Three (03) new cases were handled and that during the quarter, the Office handled Nineteen (19) cases.

The report was thereafter, **NOTED**.

REPORT OF THE DISTRICT COMMUNITY DEVELOPMENT OFFICER

HHSS/120/01/23 STAFFING

The Community Development Officer reported to the Committee that the department of Community Development had three (3) Officers only, in the field and that the three officers were not able to uniformly provide services to all the corners of the district realizing that Serenje district had two constituencies.

It was further reported that all programs offered by the department of Community Development required availability of staff right in the Communities and that one principle of Community development work says "Live with the people, love them, work with them, alongside what you are doing with them, introduce what you want them to learn and do; and when they do it, they will proudly say

it was us; we did it", (Development in Africa 2006), thereby you would have promoted ownership and self-reliance among community members.

It was further reported that Muchinga constituency only had one Officer while Serenje Central had 2 Officers and that the department required at least 15 Officers to add to the three (3) Officers that existed (Community Development Assistants).

The report was thereafter, **NOTED**.

HHSS/121/01/23 VILLAGE BANK PROGRAMME

The Community Development Officer reported to the Committee that the 11th Cycle ended while loans disbursement preparations were underway, for the 12th Cycle and that it was reported that the default rate was high.

The report was thereafter, **NOTED**.

HHSS/122/01/23 SUPPORTING WOMEN LIVELIHOOD (SWL) PROGRAMME

The Community Development Officer reported to the Committee that the GEWEL/Supporting Women's Livelihood project successfully undertook a 10 Day Community Based Volunteers Training of 24 women and that the training took place at Kanona Day Secondary School where the Community Based Volunteers were trained to provide mentorship to 447 Female beneficiaries at 17 Community Welfare Assistant Committee areas (CWACS).

The details were displayed in the table below:-

CWAC	NUMBER OF COMMUNITY BASED VOLUNTEERS(CBVS) TRAINED
KAMBAMBA	1
IBOLELO 3	1
MWALA	1
IBOLELO 3	1
CHIKUNDWE	2
CHINTANKWA A	1
CHINTANKWA B	2
IBOLELO 2	1

NDABALA	1
IBOLELO 2	1
IBOLELO 1	1
TOWN CENTRE	1
KAMBOBE	1
KASHITU	2
CHIEF SERENJE	1
MULILIMA	2
FITENGE	1
SOTE	2
KANKOSO	1
TOTAL	24

TRAINING OF BENEFICIARIES IN LIFE AND BUSINESS SKILLS

For phase V the district had a total caseload of 447 and that the target for the training and further that the number of beneficiaries trained as at December 30th 2022 were listed below;

SERIAL No	CWAC	TARGET BENEFICIARIES	TRAINED	NOT TRAINED
	SOTE	32	32	Nil
	TOWN CENTRE	17	11	6
	MWALA	18	18	Nil
	NDABALA	28	28	Nil
	KANKOSO	20	20	Nil
	KASHITU	31	29	2
	MULILIMA	32	32	Nil
	KABAMBA	29	27	2
	KAMBOBE	15	15	Nil
	IBOLELO 1	21	21	Nil
	IBOLELO 2	32	24	8
	IBOLELO 3	34	34	Nil
	CHINTANKWA B	39	39	Nil
	FITENGE	20	19	1

	CHIKUNDWE	31	31	Nil
	CHINTANKWA A	25	25	Nil
	CHIEF SERENJE	24	24	0
	TOTAL	447	428	19

The report was thereafter, **NOTED**.

HHSS/123/01/23 FOOD SECURITY PACK PROGRAMME

The Community Development Officer reported to the Committee that during the period under review the Community Development received Agricultural inputs to 2,199 poor and vulnerable farmers and that the following inputs were received in the district as below.

S/N	DISTRIBUTION DATE	SATELITE	CONSTITUENCY	WARD	CASELOA/NUMBER OF BENEFICIARIES
1.	09/11/2022	KABAMBA	SERENJE	KABAMBA	100
2.	16/11/2022	KASEBA	MUCHINGA	SANCHA	71
3.	18/11/2022	KANONA	MUCHINGA	KANONA	80
4.	25/11/2022	MAILO	MUCHINGA	MAILO	89
5.	28/11/2022	MULILIMA	MUCHINGA	MUCHINDA	61
6.	17/11/2022	NCHIMISHI	MUCHINGA	MASANINGA	100
7.	17/11/2022	CHIBALE	MUCHINGA	CHIBALE	127
8.	18/11/2022	CHIBUYE SAILI	MUCHINGA	MAILO	84
9.	19/11/2022	LUPIYA	SERENJE	LUPIYA	90
10.	19/11/2022	FITEBO	SERENJE	CHISANGWA	90
11.	24/11/2022	FITENGE/CHIBOBO	MUCHINGA	IBOLELO	90
12.	18/11/2022	KABULUMO/KAMENA	MUCHINGA	LUKASASHI	90
13.	17/11/2022	KASHISHI	SERENJE	NG'ASWA	90
14	26/11/2022	KAWAMA	MUCHINGA	LUSIWASHI	70
15	17/11/2022	KOFI KUNDA	MUCHINGA	KABWE KUPELA	100
16	21/11/2022	MBASWA	SERENJE	MBASWA	100
17	17/11/2022	MWANASANKANO	SERENJE	MILENJE	100
18	17/11/2022	NDABALA	SERENJE	MUCHINDA	92
19	18/11/2022	MUZAMANI	MUCHINGA	SERENJE	100
20	17/11/2022	NGANSWA	SERENJE	NG'ASWA	80

21	22/12/2022	IBOLELO	SERENJE	IBOLELO	105
22	18/11/2022	LUMPAPMPA B	SERENJE	LUMPAMPA	100
23	17/11/2022	MAPEPALA	SERENJE	MAPEPALA	90
24	18/11/2022	TETA	SERENJE	KABAMBA	100
TOTAL					2,199

4398 x 50 Kg bags of D. Compound
2,199 x 50 Kg bags of Urea
1,000 x 10 Kg bags of Soya beans
1,199 x 10 Kg bags of beans (Chilemba)
900 x 5 Kg bags of white maize
900 x 5 Kg bags of Orange maize
1,299 x 10 Kg bags of White maize

BENEFICIARIES RECEIVED AS FOLLOWS;

2 x 50 Kg bags of D. Comp, 1 x 50 Kg bag of Urea, 1x10 Kg of either Soya beans or Ichilemba and 1x10 Kg bag of Maize seed or 2 x 5 Kg bags of both white and Orange Maize seed.

See information as displayed in the table below:-

The report was thereafter, **NOTED**.

APPEAL:

Finally, the department was appealing to stakeholders to join hands and encouraged Communities whose members benefited from farm inputs, to make applications for funds to undertake projects such as alternative livelihood or construction of food banks/grain banks for storage of food to be accessed in times of hunger by the Communities themselves. Further, the application form was accessed at Community Development Office and that the funds were accessed at Community Development from recoveries collected in the previous farming season, the recoveries were revolving in nature.

REPORT OF THE DISTRICT FISHERIES AND LIVESTOCK COORDINATOR

HHSS/124/01/23 CHALLENGE OF OFFICE ACCOMMODATION

The report of the District Fisheries and Livestock Coordinator was presented in which it was reported for the consideration of the Committee that the Ministry had a challenge of Office accommodation and that it had no District Veterinary Office and the Department was accommodated under the Offices of the Department of Fisheries.

He further mentioned that the Ministry had so far received three (3) new Officers and anticipated for more receipts and lack of Office accommodation would pose a challenge to operations of the Ministry as Officers were forced to work from small crowded Offices.

He mentioned that the Ministry therefore, appealed for the construction of a new Office block to improve service delivery to livestock farmers.

During consideration of the matter, the Committee wanted to know if it was the first time the department requested for accommodation. In response the Committee was informed that the request was earlier done but no response was given. However, the Committee mentioned that the department needed to engage the Ibolelo Councillor on the same and apply for CDF with the Bill of Quantity (BoQ) attached.

After a lengthy deliberation on the matter upon a proposal by Councillor Mwandu Eddy and duly seconded by Councillor Musonda Dickson, it was;

RECOMMENDED

That the Construction of the new Office block be **APPROVED** using the CDF and should be jointly

sponsored by the two Constituencies, Serenje and Muchinga.

HHSS/125/01/23 LACK OF STAFF ACCOMMODATION IN VETERINARY CAMPS

The District Fisheries and Livestock Coordinator reported for the consideration of the Committee that the Ministry of Fisheries and Livestock had a challenge of staff accommodation in Veterinary camps and that the Ministry currently had two veterinary camp houses in Chibale and Kanona which were also in a dilapidated state.

The District Fisheries and Livestock Coordinator further reported that the Veterinary Camps (Masase, Serenje Central, Kamena, Lupiya, Mulembo and Chisebwa) had no camp houses and that it had posed a challenge in ensuring that Veterinary Assistants were stationed in their respective veterinary camps as some areas had no decent rentable accommodation despite the Officers receiving housing allowance.

He further reported that the Construction of Veterinary camp houses was essential to improve the farmers' access to various Veterinary Services by bringing Veterinary Assistants closer to them.

After a brief deliberation on the matter upon a proposal by Councillor Mwandu Eddy and duly seconded by Councillor Musonda Dickson, it was;

RECOMMENDED

That the Construction of the Staff accommodation in veterinary camps be **CONSIDERED**.

HHSS/126/01/23 POOR MOTOR BIKE TRANSPORT

The District Fisheries and Livestock Coordinator reported for the information of the Committee that the Ministry had a challenge of motorbike transport and that the current fleet of motorbikes were old and costly to maintain as they kept breaking down.

It was mentioned that the efficient motorbike transport was essential for effective delivery of extension services to livestock farmers and that the New motorbikes were

required and hoped Serenje would be allocated some from the Centrally planned procurement.

The report was thereafter, **NOTED**.

HHSS/127/01/23 FOOT AND MOUTH DISEASE (FMD) VACCINATIONS

The District Fisheries and Livestock Coordinator reported for the information of the Committee that the department had received Fifteen Thousand (15,000) doses of FMD vaccine for the free vaccination of Cattle against FMD across the District and that the District was currently waiting for operational funds to commence the exercise.

The report was thereafter, **NOTED**.

HHSS/128/01/23 CLOSED FISHING SEASON

The District Fisheries and Livestock Coordinator reported for the information of the Committee that the Ministry was currently implementing the closed fishing season which was still in force up to 28th February, 2023 and that 112 Kg of dry fish and 23 Kg of fresh fish was confiscated in December, 2022 when the exercise began. Enforcement is still on going.

He mentioned that the disposal of confiscated fish was through the Court.

The report was thereafter, **NOTED**.

HHSS/129/01/23 CLOSURE OF GREAT NORTH RANCHING FINGERLING PRODUCTION UNIT

The District Fisheries and Livestock Coordinator reported for the information of the Committee that the fingerling production unit of Great North ranching closed down in December, 2022 and that the District had a challenge in sourcing fingerlings as they were currently no major fingerling hatcheries in the District.

It was reported that the Great North ranching was a major supplier of fingerlings to beneficiaries under the Zambia Aquaculture Enterprise Development Project.

The report was thereafter, **NOTED**.

REPORT OF THE DISTRICT AIDS COORDINATION ADVISOR

HHSS/130/01/23 **COMMEMORATIONS OF NATIONAL EVENTS**

The District Aids Coordination Advisor reported to the Committee that the district only managed to host candle light to commemorate 2022 World Aids Day and that the District did not successfully host the world AIDS Day and **16** days of gender activism commemoration due to inadequate financial resources.

He further reported that the District HIV and AIDS Committee would engage the district administration in resource mobilisation so as to engage all stakeholders.

During consideration of the item, the Committee proposed that the financial resources for the commemoration of the national events be mobilized through the Council and the District Commissioner's Office.

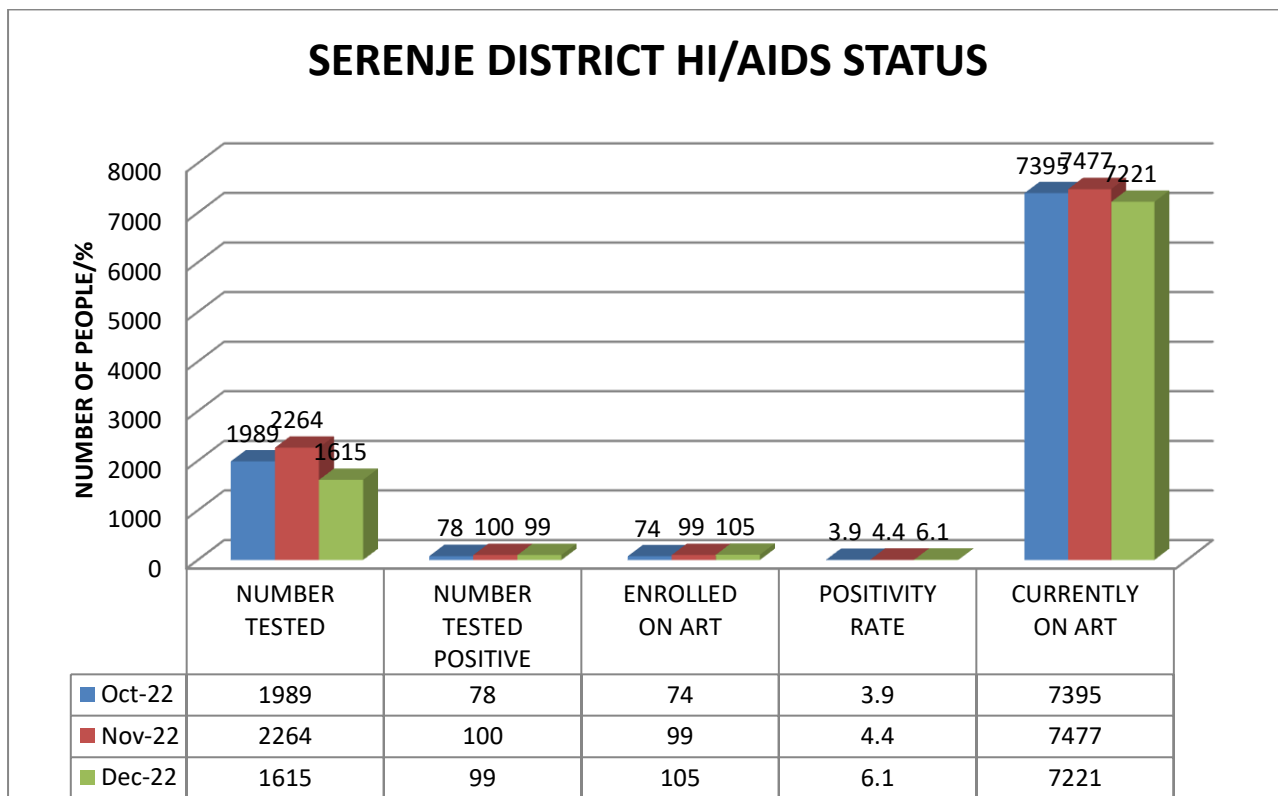
After a brief deliberation on the matter upon a proposal by Councillor Mwandu Eddy and duly seconded by Councillor Mumbi Peter, it was;

RECOMMENDED

That the financial resources for the commemoration of the national events be mobilized through the Council and the District Commissioner's Office.

HHSS/131/01/23 **DISTRICT STATUS OF HIV/AIDS AND SEXUALLY TRANSMITTED INFECTIONS**

The District Aids Coordination Advisor reported to the Committee that Serenje district was responding well to HIV/AIDS pandemic through the Ministry of Health and partners and that the district was doing sensitisation on the new trends in the pandemic, offering testing counselling and treatment services throughout the district in the all the 35 health facilities. The district statistics as of fourth quarter 2022 was indicated below;



The report was thereafter, **NOTED**.

HHSS/132/01/23 REVAMPING OF THE SOCIO ECONOMIC SUB COMMITTEES OF WARD DEVELOPMENT COMMITTEES OF THE DISTRICT

The District Aids Coordination Advisor reported to the Committee that most of the cross cutting issues in our communities such as HIV/AIDS, Gender, Human Rights, Early Marriage, Teenage Pregnancies, adolescent health and environment and climate change were not effectively addressed and that it was in that line that the WDC's should identify a club or an organised group to apply for CDF empowerment grants to champion the cross cutting issues.

After a brief deliberation on the matter upon a proposal by Councillor Mwandu Eddy and duly seconded by Councillor Kabwe Thelma, it was;

RECOMMENDED

That the Ward Development Committee (WDC) should identify the group that would work on the cross cutting issues

REPORT OF THE DISTRICT HEALTH DIRECTOR

INTRODUCTION AND OVER VIEW

The District Health Director reported to the Committee that the Government of the Republic of Zambia through the National Health Strategic Plan had a transformative agenda which focused on building robust and resilient health systems and that the District Health Office and Cooperating Partners in all sectors focused on delivering quality health services across the continuum of care which included promotive, preventive, curative, rehabilitative and palliative care provided it had close family settings as possible.

He further mentioned that Serenje District Health Office had continued to provide Health Systems Strengthening programs through Performance Assessment, Mentorship, Regular supervision and Administrative support by relevant expertise at all levels.

PUBLIC HEALTH UNIT

HHSS/133/01/23 The District Health Director reported to the Committee that the Disease Surveillance as at January, 2023 cumulative data suspected and confirmed cases and deaths as indicated below.

Disease conditions	Cases (#)	(#) Sent for Lab Confirmation	Cases Confirmed (#)	Deaths (#)
AFP	2	2	0	0
Cholera	0	0	0	0
Meningitis	0	0	0	0
Measles	1	1	0	0
Neonatal deaths	2	0	0	2
COVID 19	56	56	7	0
HIV	4118	3865	159	0
Rabies	0			0

Dog bites	102	0	0	0
Diarrhoea with blood Dysentery	225	0	0	0
Diarrhoea non blood Dysentery	5523	29	256	0
Typhoid fever	0	0	0	0
Yellow fever	0	0	0	0
VHF (Ebola)	0	0	0	0
Anthrax	0	0	0	0
Tuberculosis	262	262	4	0
Trypanosomiasis	6	6	0	0
Schistosomiasis	52	0	0	0
Malaria	24,034	23,718	10,709	1
Other specify (Chicken Pox)	214	0	0	0
Other specify (Food poisoning)	17	0	0	0
Other specify (Maternal Deaths)	0	0	0	0
Other specify mumps	17	0	0	0
Other specify cancer	0	0	0	0
Chemical Poisoning	18	0	18	0
Diabetes	0	0	0	0

CHALLENGES

He reported that the department had some challenges as outlined below;

- Health facilities had no Environmental Health Practitioners to make follow up of notifiable diseases
- Non availability of transport in some health facilities, also DHO had challenges to reach out to all the rumors especially when it comes to hard to reach areas
- Most health workers not trained in the Integrated Disease Surveillance Response (IDSR)

- The department had Inadequate chemicals resulting from not spraying some areas e.g. Ndabala, Muzamani, Mecco, Kanona Lusiwasi just to mention a few.

The report was thereafter, **NOTED**.

HHSS/134/01/23 COVID 19 VACCINATIONS - AS OF 19/01/2023

The District Health Director reported to the Committee that the Covid-19 cases were reported weekly as notifiable cases through surveillance and that the department recorded 7 Covid-19 positive Clients from the period December 2022 –19th January, 2023.

The District had been conducting sensitizations and vaccinations with support from JSI Discover Health and the Vaccinations were being conducted by all health facilities and further reported that the district had achieved a total of 92,116 fully vaccinated out of the expected eligible clients of 92,356 arriving at 99. %.

CHALLENGES

It was reported that the district experienced transport limitations to access hard to reach population, Kabansa in Lusiwasi catchment area and Chisomo.

RECOMMENDATIONS

The department recommended that;

- Clinicians in all health institutions to continue screening patients especially those who were presented with COVID 19 signs and symptoms
- Sensitizations to continue on the importance of Vaccination and prevention
- Partners to sustain with their support in all areas of their support

The report was thereafter, **NOTED**.

HHSS/135/01/23 DISEASES SURVEILLANCE

The District Health Director reported to the Committee that the department had made some recommendations on disease surveillance that included;

- i. All notifiable diseases should be followed up for investigations and appropriate interventions put in place
- ii. Provide appropriate transport to all the health facilities in the district
- iii. Train health workers in Integrated Disease Surveillance Response (IDSR).

The report was thereafter, **NOTED**.

HHSS/136/01/23 MALARIA CONTROL

The District Health Director reported to the Committee that the department had made some recommendations on Indoor Residual Spraying (IRS) that included;

- i. National Malaria Elimination Centre (NMEC) to supply adequate chemicals for 2023 spray season.
- ii. The programme should be implemented before the onset of the rains.
- iii. Improve road network in the district especially the rural parts of the district so that all structures and people were reached with the support by the Local Authority.

The report was thereafter, **NOTED**.

HHSS/137/01/23 TRANSPORT

The District Health Director reported to the Committee that the department had transport challenges due to old fleet of motor bikes especially for monthly outreach activities (UCI) and that there was only 8 runners and 6 non-runners against 35 health facilities.

He further reported that as at 19/01/2023 out of a total fleet of 6 vehicles only 3 were runners and they included two (2) Ambulances, 1 utility vehicle a Toyota land cruiser which was being used for both the hospital and the District Health Office.

CHALLENGES

The District Health Director reported to the Committee that the department had faced challenges amongst them;

- Four (4) motor vehicles out of the total fleet of 8 are non-runners
- Huge expenditure incurred on repair and servicing of motor vehicles and motor bikes due to frequent break downs.

RECOMMENDATIONS

The District Health Director further recommended that there was an urgent need to address the transport challenges for the purposes of outreach activities by lobbying from stake holders and cooperating partners.

During consideration of the matter, the Committee mentioned that lack of transport by the department was a serious one and very critical as such there was need to urgently consider the procurement of motor bikes.

The Committee further mentioned that the department should do a write up to Planning department through the Council Secretary and indicate the critical areas that urgently needed the motor bikes and allow the Community to apply for the purchase of the same through Constituency Development Fund.

After a lengthy discussion on the matter upon a proposal by Councillor Peter Mumbi and duly seconded by Councillor Mukosha Dickson, it was;

RECOMMENDED

- i. That the procurement of motor bikes to the critical areas through Constituency Development Fund (CDF) be **APPROVED**.
- ii. That the District Director of Health should indicate to the Planning department through the Council Secretary the critical areas that needed motor bikes
- iii. That the Community should do the applications for the purchase of the motor bikes

HHSS/138/01/23 INFRASTRUCTURE

The District Health Director reported to the Committee that in addition to the 35 health institution that were fully functional, Serenje District Health Office with support from the Local Government, had benefited 6 more health post which were at various stages of construction to cater for the underserved population in the District and that the two Health facilities were Chief Serenje Health Post and Kabwe Kupela that were completed with the support from Local Government (CDF) and the facilities were handed over on 23rd November, 2022.

NEEDS ASSESSMENT FOR HEALTH FACILITIES ACROSS SERENJE DISTRICT

SERENJE DISTRICT DATA SHEET ON CONSTRUCTION OF WATERBORNE TOILETS IN HEALTH FACILITIES										
S/N	DISTRICT	LOCATION-NAME HEALTH CENTRE/ POST	TYPE OF SANITATION FACILITY- VIP	TYPE OF SANITATION FACILITY - WATERBORNE	STATUS OF SANITATION FACILITIES	ENERGY SOURCE	WATER SOURCE	AVAILABILITY OF PERMANENT HAND WASHING FACILITY	AVAILABILITY OF INCINERATOR	AVAILABILITY OF MATERNITY ANNEX
1	SERENJE	Chisomo RHC	Yes		Poor	No Power	River	No	No	No
2	SERENJE	Masunga HP	Yes		Good	Solar	Borehole with hand pump	No	Yes	No
3	SERENJE	Chibuye Sali	Yes		Poor	No Power	Borehole with hand pump	No	No	No
4	SERENJE	College Clinic		Yes	Poor	Hydropower	Lukanga Mains	No	No	No
5	SERENJE	Chimfude HP	No	Non	Poor	No Power	Non	No	No	No
6	SERENJE	PLR		Yes	Good	Hydropower	Borehole with submersive pump	Yes	No	No
8	SERENJE	Ndabala HP	Yes		Good	Solar	Borehole with hand pump	No	Yes	No
9	SERENJE	Mukopa	Yes		Good	No Power	Borehole with hand pump	No	Yes	No
10	SERENJE	Kunda L	Yes		Good	No Power	Borehole with hand pump	No	No	Yes
11	SERENJE	Chibale		Yes	Good	Hydropower	Borehole	Yes	Yes	Yes
1	SERENJE	Kabundi	Yes		Good	No	Borehole with	Yes	No	Yes

2						Power	hand pump			
13	SERENJE	Mailo	Yes		Poor	Hydropower	Borehole with submersive pump	Yes	No	Yes
14	SERENJE	Muzamani	Yes		Good	Hydropower	Borehole with submersive pump	No	No	Yes
15	SERENJE	Mecco		Yes	Good	Hydropower	Small Holder Water Treatment Plant	Yes	Yes	Yes
16	SERENJE	Kanona	Yes		Good	Hydropower	Borehole	No	No	Yes
17	SERENJE	Kabamba	Yes		Poor	Solar	Borehole with hand pump	No	No	Yes
18	SERENJE	Nchimishi	Yes		Good	Hydropower	Borehole with hand pump	No	Yes	Yes
19	SERENJE	Mulilima	Yes		Good	No power	Protected Hand Dug Well with hand pump	No	No	Yes
20	SERENJE	Lumpampa	Yes		Good	Solar	Borehole with hand pump	No	Yes	No
21	SERENJE	Kamena	Yes		Poor	No Power	Borehole with hand pump	No	No	No
22	SERENJE	Chibobo	Yes		Good	No power	Borehole with hand pump	No		Yes
23	SERENJE	Kampumbu	Yes		Good	Solar	Borehole with submersive pump	Yes	No	No
24	SERENJE	Kalela	Yes		Good	Solar	Borehole with hand pump	No	Yes	No
25	SERENJE	Silverlands		Yes	Good	Hydropower	Borehole with submersive pump	Yes	Yes	Yes
26	SERENJE	Kashishi	Yes		Good	Solar	Borehole with hand pump	No	Yes	No
	SERENJE	Nabowa	Yes		Good	Solar	Borehole with hand pump	No	Yes	No
27	SERENJE	Serenje Urban		Yes	Good	Hydropower	Lukanga Mains/Borehole with submersive pump	Yes	No	No
28	SERENJE	Zambia Compound	Yes		Good	Solar	Borehole with hand pump	No	Yes	No
29	SERENJE	Miswema	Yes		Good	No Power	Borehole with hand pump	No	No	No
30	SERENJE	Sereje District Hospital		Yes	Good	Hydropower	Borehole with submersive pump	Yes	Yes	Yes
31	SERENJE	Masase	Yes		Not adequate	No Power	Borehole with hand pump	No	No	No
32	SERENJE	Lusiwasi		Yes	Good	Hydropower	Small Holder Water	Yes	No	Yes

						Treatment Plant			
33	SERENJE	Kabwe Kupela	Yes	Good	No Power	Borehole with submissive pump	No	No	No
34	SERENJE	Sote	Yes	Good	Solar	Borehole with submissive pump	No	Yes	No
35	SERENJE	Kaseba	Yes	Good	Solar	Borehole with submissive pump	No	No	Yes
36	SERENJE	Kapeshi	No	Not constructed	No Power	Borehole with submissive pump	No	No	No
37	SERENJE	Koffi Kunda	Yes	Good	No Power	Borehole with submissive pump	No	No	No
38	SERENJE	Chief Serenje	Yes	Good	No Power	Borehole done but not equipped	No	No	No
39	SERENJE	Mulembo	No	Not constructed	No Power	Borehole done but not equipped	No	No	No
40	SERENJE	Fikondo	No	Not constructed	No Power	Borehole done but not equipped	No	No	No
41	SERENJE	Nakalengule	No	Not constructed	No Power	No Water	No	No	No

RECOMMENDATIONS

The following were the recommendations made;

- There was need to upgrade, rehabilitate and expand Chisomo Clinic including the maternity ward and staff houses
- There was need for a Health Post at Chimbaya which was about 52 km away from the Center
- There was need for a Health Post at Kaombe area which was about 45 km away from the Center
- There was need to rehabilitate and construct standard staff houses with installed electric power or solar power at all the Health facilities in the Chiefdoms.

The report was thereafter, **NOTED**.

REPORT OF THE SENIOR HEALTH INSPECTOR

HHSS/139/01/23 INSPECTION OF PREMISES

The report of the Senior Health Inspector was presented in which it was reported that Serenje Town Council with Ministry of Health had inspected 193 premises from 315 premises registered in the data bases to date and a total amount generated was K236,515 as per attached Annexure to these minutes as **ANNEXUIRE "A"**.

The report was thereafter, **NOTED**.

HHSS/140/01/23 SEIZURE OF FOOD AND COSMETICS

The Senior Health Inspector reported to the Committee that Serenje Town Council with Ministry of Health had seized food and cosmetics worth K 10,000 from the visited catchment.

NO	PREMISES	ITEMS	QUANTITIES	REASONS
1.	Woo (Mulilima)	Pantene	400ml x 1	Written in Chinese
		Rejoice	400ml x 2	Written in Chinese
		Ange care	20Pcs x 8	Damaged
		Brothers	500ml x 5	Expired
2.	Buggerlipe Mulilima)			
3.		Konyagi	100ml x 31	Counterfeit
		Bols	100ml x 22	Counterfeit
		Divine Power	330 x 1	Expired
		Kombat Energy	330ml x 13	Expired
		Combucha	350ml x 1	Expired
		S Combucha	350ml x 1	Expired
		Fanta Orange	500ml x 26	Expired
		Fanta Orange	500ml x 02	Expired



During consideration of the matter, the Committee was informed that what normally what happens was that when items were confiscated, they were presented to the Magistrate for consent and thereafter granted permission to destruct them but the last time the items were taken there, the Magistrate advised that the department should begin to attach a fee to those items confiscated and failure to which he would not accept as that would also deter the would be offenders.

The Committee mentioned that there was need to sensitise the shop owners before the penalties were implemented and the department should also consult the Magistrate on the penalty fee to be charged.

After a lengthy discussion on the matter upon a proposal by Councillor Peter Mumbi and duly seconded by Councillor Mukosha Dickson, it was;

RECOMMENDED

That there was need to sensitise the shop owners before the penalties were implemented and the department should also consult the Magistrate on the penalty fee to be charged.

HHSS/141/01/23 WATER SAMPLES

The Senior Health Inspector reported to the Committee that the Public Health section took water samples from Kanona (Smart Area) 5 Km from SAFAL for chemical analysis to ascertain if the water was contaminated with Manganese and that the results from the analysis report showed that the levels of manganese were within the

ZABS/WHO required standards as shown in the table below in
 ZABS/WHO report.

PHYSICAL AND CHEMICAL EXAMINATIONS DONE

PARAMETER	W2063	ZABS/WHO
Appearance	Clear	Clear
Odor	Inoffensive	Inoffensive
pH	5.86	6.5-8.5
Total dissolved solids (mg/l)	27	800
Conductivity	56	1500-3000
Turbidity	1.03	0.0-5.0
Calcium Hardness	1.60	100
Total Hardness	16	500
Chlorides (Cl-) mg/l	6.498	250
Copper (cu)ppm	0	0
Cadmium(Cd)ppm	0	0.003
Iron(Fe)	0.19	0.3
Lead(Pb)	0.01	0
Chromium(Cr)PPM	0	0.05
Manganese(Mn)ppm	0	0.05
Zinc(Zn)ppm	0.0732	3
Magnesium (Mg)PPM	0.819	30

REMARKS:

The results of the analysis are as stated.

S.F. Kowa

Dr Sumbukeni Kowa
PUBLIC ANALYST

PHYSICAL AND CHEMICAL EXAMINATIONS DONE

PARAMETER	W2063	ZABS/WHO
Appearance	Clear	Clear
Odor	Inoffensive	Inoffensive
pH	5.86	6.5-8.5
Total dissolved solids (mg/l)	27	800
Conductivity	56	1500-3000
Turbidity	1.03	0.0-5.0
Calcium Hardness	1.60	100
Total Hardness	16	500
Chlorides (Cl-) mg/l	6.498	250
Copper (cu)ppm	0	0
Cadmium(Cd)ppm	0	0.003
Iron(Fe)	0.19	0.3
Lead(Pb)	0.01	0
Chromium(Cr)PPM	0	0.05
Manganese(Mn)ppm	0	0.05
Zinc(Zn)ppm	0.0732	3
Magnesium (Mg)PPM	0.819	30

REMARKS:

The results of the analysis are as stated.



Dr Sumbukeni Kowa
PUBLIC ANALYST

The report was thereafter, **NOTED**.

HHSS/142/01/23 STREET VENDING

The Senior Health Inspector reported to the Committee that street vending had increased in the district and if not controlled the situation would be uncontrollable and that the section was requesting for support from all line Ministries i.e. Zambia Police and Ministry of Health when clearer direction was offered by Government.



The report was thereafter, **NOTED**.

HHSS/143/01/23 WASTE MANAGEMENT

The Senior Health Inspector reported to the Committee that the section had managed to collect 100 tonnes of waste since the tractor broke down and that the council had since paid out K12, 000 for the collection of the same waste and in this view the section was asking for the Committee to help the health department to procure a skip truck and skip bins.



After a brief discussion on the matter upon a proposal by Councillor Eddy Mwandu and duly seconded by Councillor Dickson Mukosha, it was;

RECOMMENDED

That the procurement of Skip truck and Skip bins be **APPROVED** using the Constituency Development Fund (CDF).

ANNEXURE A

NAME OF PREMISES	TYPE	PN	RECEIPT NUMBER	AMOUNT HEALTH	WASTE	INSPECTION FEES	TOTAL
WONDERFUL	SUPER MARKET	0001	5380183	3000		0	3000
SHIMILES	HARDWARE	0002	EK00010058	1000		0	1000
UNITED FERRO ALLOYS	MINE	0003	5380141	5000	20000	0	5000
JOHNSON CHOLA	SHOP	0004	5380170	250		100	350
CHONGO MULENGA	SHOP	0005	5330046	250		0	250
MUZO EAST	SALAUULA SHOP	0006	5380058	500		0	500
AMAR FERRO ALLOYS	MINE/SMELTER	0007	EK00010066	5000		1000	6000
CHI METALS	MINE/SMELTER	0008	EK00009765	5000	20000	1000	6000
TOP GLORY	MINE/SMELTER	0009	EK000010069	5000	20000	1000	6000
KASHOLELA GUEST HOUSE	GUEST HOUSE	0010	386444	1000		0	1000
KABUNDI RESOURCES	MINE	0011	EK00010088	5000	15000	1000	6000
STAR BAKERY	BAKERY	0012	FMC0099691	250		100	350
STAR BAKERY	BAKERY	0013	FMC009992	250		100	350
STAR BAKERY	BAKERY	0014	FMC009990	250		100	350
PEP STORES	BOUTIQUE	0015	5380006	1000	2400	500	1500
G.S CASH ADVANCE	MICRO FINANCE	0016	5386426	2000		0	2000
JASWIN ALLOYS	MINE/SMELTER	0017	EK00010053	5000	20000	1000	6000
SAFAL LTD	MINE/SMELTER	0018	EK00009546	5000	20000	1000	6000
NATIONAL MILLING	MILLING	0019	FMC0099687	1000		500	1500
LING TRANSPORT	TRANSPORT/MINE	0020	5380161	5000		0	5000
CHILEMBA CHRISTINE	SHOP	0021	328399	250		200	450
OMNIA	AGRO-SHOP	0022	3437743	1000		500	1500
MARTIN CHISUPA	SHOP	0023	5384069	250		0	250
SUNDAY GENERAL DEALERS	SHOP	0024	5384045	500		0	500
HIPK ENTERPRISE	HEALTH SHOP	0025	3328245/5380100			250	250
WONDERFUL	SUPER MARKET	0026	5380188	500		0	500
LEZA ALINASWE	SHOP	0027	5384037	250		250	500
LUBONA MEAT PROJUCT	BUTCHERY	0028	5380204	1000		0	1000
VANITY VENTURES	SUPER MARKET	0029	5386430	2500		0	2500
DAVEY SAMECHI	SHOP	0030	5384148	500		0	500

GOODSON NKANDU	SHOP	0031	53802116	250		250	500
GODEN LAY	SHOP	0032	EK00010301	500		250	750
PLR PROJECTS	MINE/SMELTER	0033	EK00010309	5000	20000	1000	6000
SOLAR ENERGY	ELECTRICIT COMPANY	0034	5380224	500			500
OMAX FERRO ALLOYS	MINE	0035	EK00010325	5000	20000		5000
MT MERU	FILLING STATION	0036	EK00010337	5000			5000
REDMAN SAKALA	SHOP	0037	5380345	250			250
YUSSUMAN RESTAURANT	RESTAURANT	0038	5380327	1000			1000
YUSSUMAN INVESTMENT	RESTAURANT	0039	5380329	500			500
YUSSUMAN INVESTMENT	GROCERY	0040	5380338	500			500
YUSSUMAN INVESTMENT	WHOSALE	0041	5380323	1000			1000
YUSSUMAN INVESTMENT	HARDWARE	0042	5380341	500			500
REBECCA MUMBA	SHOP	0043	5384080	250			250
KABUNDI MINE	MINE	0044	5386414	5000	20000		5000
LING TRANSPORT	TRANSPORT/MINE	0045	5380385	5000			5000
LING TRANSPORT	TRANSPORT/MINE	0046	5380161	5000			5000
KABUNDI MINE	MINE	0047	5386414	5000	20000		5000
KABUNDI MINE	MINE	0048	5386410	5000	20000		5000
MAMA RUCHI	RESTAURANT	0049	5384210	250			250
B and E TRADING	GROCERY	0050	5384055	250			250
B and E TRADING	GROCERY	0051	5384054	250			250
WIDENERGY	SOLAR COMPANY	0052	EK00010356	1000			1000
							0
UNITED FELLOW ALLOY	MINE/SMELTER	0054	EK00010195	5000			5000
HM AGRO LTD	AGRO SHOP	0055	18635	250			250
DAVY SAMECHI	SHOP	0056	5384219	250			250
FRANCIS MUKUKA	SHOP	0057	18633	250			250
GAULANI AGRO	AGRO SHOP	0058	5384314	1000			1000
F.M MWANZA	SHOP	0059	5384250	250			250
BENARD DOMINGO	SHOP	0060	5384295	250			250
CHISENGA MAXINE	SHOP	0061	18581	250			250
COMACO LTD	AGRO SHOP	0062	EK00010515	2000			2000
COMACO LTD	SHOP	0063	EK00010514	250			250
LAKE PETROLEUM	FILLING STATION	0064	FMC0099704	5000		1000	6000
SERENJE FERRO ALLOYS	MINE	0065	EK00010168	5000	20000	1000	6000
NEW GROWCO	AGRO SHOP	0066	5380399	1000			1000
		0067					0
CHAMPION MINERALS	MINNE	0068	5384125	5000	20000		5000
JOHNSON CHOLA JUMBE	SHOP	0069	5380169	250			250
LYOHSE G DEALERS	SHOP	0070	18642	500			500
JOHNSON CHOLA JUMBE	SHOP	0071	5380170	250			
IREEN SIMWAKA	STATIONARY	0072	22148	250			250
IREEN SIMWAKA	GROCERY	0073	22142	250			250
HEALTH LIVING MEALICAL	WHOSALE	0074					0
RUTH KATOLO	SHOP	0075	FMC0099812	250			250

FM CHILONGO	SHOP	0076	FMC0099826	250			250
JOSEPH MUKATA	TAILORING	0077	FMCOO99813	250			250
THOMAS MUZIMU	HARDWARE	0078	22117	500			500
THOMAS MUZIMU	HARDWARE	0079	22116	500			500
DAS OVERSEAS	SMELTER	0080	EK0010733	5000			5000
HOPE CHILDREN CARE	ORPHANAGE	0081	22209	500			500
EARTH ALLOYS LTD	SMELTER	0082	5580217	5000		350	5350
GRAHIL ALLOYS	SMELTER	0083	22292	5000			5000
ETG	AGRO-SHOP	0084	EK00009954	1000		500	1500
JUPTER RITE	SUPER MARKET	0085	EK00010861	1500		500	2000
FAVOUR AUTO SPARES	AUTO SPARE	0086	5326997	1000			1000
KATALE PHARMACY	PHARMACY	0087	22289	1000			1000
EXPRESS AGRO	AGRO-SHOP	0088	420879	1000			1000
KABANDA JONA	SHOP TETA	0089	22206	250			250
KABANDA JONA	SHOP KASEBA	0090	22206	250			250
KABANDA JONA	SHOP CHIKA	0091	22206	250			250
CHILINDA STENLY	SHOP	0092	EK00010938	250			250
RICHMAR GENERAL	BAKERY SHOP	0093	EK00010837	500		200	700
RICHMAR GENERAL	BAKERY	0094	EK00010838	500		200	700
SUWILANJI	BOTTLE STORE	0095	4208660	250			250
LUBABANGO ENT	SHOP	0096	22099	250		100	350
FACKSON KAPESA	SHOP	0097	18683	250			250
ZESCO	BAR	0098	FMCOO99871	500		500	1000
SIG MANS PUB	PUB	0099	5326982	250			250
PHILIP TEMBO		0100	220996	250			250
ATHA LODGE	LODGE	0101	31690	500			500
ATHA LODGE	LODGE	0102	31687	2000			2000
RUTH KATOLO	HAIR SALOON	0103	FMC009912	250			250
NSINGO NGOMA		0104	EK00010718	1000			1000
JANA GUEST HOUSE	GUEST HOUSE	0105	22208	1000			1000
ST MARY'S SCHOOL	PRE-SCHOOL	0106	5560234	1000			1000
SOS TECH SOLUTIONS	STATIONARY	0107	5326876	250			250
JOHNSON CHOLA JUMBE		0108	5380189	250			250
ROBERT SINKALA		0109	5326887	250			250
JUDY CHIDATA		0110	5384241	250			250
MUKOMENA CHISENGA		0111	5560227	250		100	350
CHALO BANTU	BAR	0112	5384183	250			250
THE BUTCHER	BUTCHERY	0113	5384311	250			250
JOYCE.M. KABWE		0114	5326930	250			250
MUKOSHA KINGSON C		0115	5384293	250			250
LACKSON KESO	RESTAURANT	0116	18637	250			250
AMAKWATAZ CLUB		0117	5388819	250			250
MULAMPA G. DEALERS		0118	EK00010862	250			250
GREIG BUSINESS.S.LTD		0119	5326994	450			450
FREDRICK MUTOBA		0120	23097	715			715
ATLASMARA	BANK	0121	EK00009884	5000			5000

INFRACORE	MINE	0122	FMC0099897	5000	20000		5000
SAM MAMBO	SHOP	0123	31672	250			250
MAKOLONI MUPETA	BAR	0124	31785	250			250
MILECH ENTERPRISES	SHOP	0125	384276	250			250
MORGAN MUTALA	BAR	0126	11162	250			250
AMANO SCHOOL	SCHOOL	0127	30419	1000			1000
DOJENA GUEST HOUSE	GUEST HOUSE	0128		1000			1000
RHODA BWALYA		0129	53841444	250			250
JOSEPH MUSONDA	RESTAURANT	0130	00010900	250			250
IWELL CHEMBE		0131	5384144	500			500
GEORGE TEMBO		0132	420803	250			250
MORGAN MUTALA	BUTCHERY	0133	11163	250			250
FLOYD SHABEEME		0134	31841	500			500
ANNA NAMUCHILE		0135	31787	250			250
MR.S.SIACHEDA	GROCERY	0136	31845	200			200
RHODA BWALYA		0137	5384144	250			250
MABLE MULENGA		0138	11161	250			250
TUESDAY MOFYA		0139	10763	250			250
MABLE MULENGA		0140	420850	250			250
ATHA.E.ACADEMY	SCHOOL	0141	11166	1000			1000
GETRUDE MUPETE	RESTAURANT	0142		250			250
EDNARD MBOYONGA	HARDWARE	0143	10720	250			250
JEMAMU	SCHOOL	0144	31891	2000			2000
HOLLIS CHRISTIAN	PRE SCHOOL	0145	30246	1000			1000
ROCKVIEW	SCHOOL	0146	81796	1000			1000
MATHEWS CHISENGA	GROCERY	0147	22098	250			250
MULEBA DAMSON	GROCERY	0148	22272	250			250
CHISEBUKA TRIBUTE	SALOON	0149	18690	250			250
TONDOM G DEALERS	HARDWARE	0150	31792	250			250
LIONS PUB	BAR	0151	22113	500			500
MUTALA MORGAN	BOUTIQUE	0152	31883	250			250
PHILIP P MUYEMBE	RESTAURANT	0153	30249	250			250
JONATHAN MUSONDA	GROCERY	0154	4116246	250			250
LEWIS CHANGWE	RESTAURANT	0155	5380016	250			250
JOHNSON JUMBE	BAR	0156	5380169	250			250
FELIX MUKABE	HARDWARE	0157	420937	1000			1000
THOMAS ZULU	SALAU LA SHOP	0158	22286	250			250
F.M INVESTMENTS	STATIONARY	0159	32215	250			250
NAOMI CHIBUYE	BAY	0160	5326979	250			250
AMANO NIBUTO	SCHOOL	0161	30666	1000			1000
MPUNDU MULENGA	SHOP	0162	28482	250			250
K.R.C TRADINGS	SHOP	0163	414205	250			250
TOTTEN GRAM FIN SERVICES	MONEY LENDING	0164	5328329	2000			2000
MWIKALAPATALALA	BAR	0165	1100081	5000			5000
INDO	BANK	0166	EK00011382	5000			5000
EDWARD MBOYONGA	SHOP	0167	EK00010720	250			250

SOCH	INN	0168	31614	1000			1000
BERT LEGEND	GENERAL DEALERS	0169	1110801	1000			1000
MAX GLOBAL ALLOYS	SMELTER	0171	EK00011708	5000			1000
BRUHATI MINERALS	SMELTER	0172	1105553	5000			5000
REGAL FERRO ALLOYS	SMELTER	0173	EK00011709	5000			1000
PLANTINA FERRO ALLOYS	SMELTER	0174	EK00011710	5000			1000
AFRICA FERRO ALLOYS	SMELTER	0175	EK00011717	5000			1000
SERENJE SMELTING ZAMBIA	SMELTER	0176	FMCO109425	5000			1500
ATLAS FERRO ALLOYS	SMELTER	0177	EK00011707	5000			1000
		0178					
MART DELI	SHOP	0179	32216	250			
SILVERLAND (Z) LTD	COMMERCIAL FARM	0180	EK00011772	5000			
REGAL FERRO ALLOYS	SMELTER	0181	EK00011709	31075			
PLANTINA FERRO ALLOYS	SMELTER	0182	EK00011710	31075			
REUMA	AGRO SHOP	0183	30343	250		100	350
JOUNER AFRICA	TYRE SHOP	0184	EK00012381	K1,000			
COWPA AGRO DEALERS	AGRO SHOP	0185	31675	K1,000		500	
LILIAN CHITOBELA		0186	EK00011947	K500			
SERENJE FARMERS	AGRO SHOP	0187	32214	K500		500	
ANNIE MWAPE	SHOP	0188	28434	K250			
FANCIES GENERAL DEALERS	SHOP	0189	EK00011212	K250			
SERENJE PROPERTIES		0190	FMC0109373	K5,000		5,400	
NKHOMA NAOMI	SHOP	0191	31865	K250		100	
DOREEN KANTU	SHOP	0192	FMC0109410	K250			
YVONE CHITAMBO	SHOP	0193	30545	K250			



SERENJE TOWN COUNCIL

–

MINUTES OF THE FINANCE, HUMAN RESOURCE AND GENERAL PURPOSES COMMITTEE MEETING HELD IN THE COMMITTEE ROOM, NG'ANSWA ROAD SERENJE ON FRIDAY 27TH JANUARY, 2023 AT 09:00 HOURS.

PRESENT

COUNCILLORS:	Leonard Kanchepa	-	Chairperson
	Chisenga Elvis	-	Member
	Mambwe Stanley	-	Member
	Chola Francis	-	Member
	Mulenga Wilfred	-	Member
	Chief Chibale	-	Member

APOLOGIES:	Staivous Mulumba	-	Council C/person-(Ex-Officio)
-------------------	------------------	---	-------------------------------

OFFICERS IN

ATTENDANCE:	Milly Muluti	-	Council Secretary
	Smart Muwowo	-	Deputy Council Secretary
	Mwila Chola	-	Deputy Director of Works
	George Mtika	-	Deputy Council Treasurer
	Precious Mukamba	-	District Planning Officer
	Alfred Lubula	-	Chief Human Resource Officer
	Sarah M. Chewe	-	Chief Administrative Officer
	Kelvin Chilufya	-	Internal Auditor
	Hope C. Machuta	-	Assistant Commercial Manager
	Collins Chela	-	Procurement Officer
	Oscar Malipenga	-	Public Relations Officer
	Sydney K. Chileshe	-	Committee Clerk
	Musole R. Sifuniso	-	Assistant Committee Clerk
	Justine Mukuka	-	Intern

OPENING PRAYER

Justine Mukuka gave an opening prayer at 09:30 hours.

NOTICE CONVENING THE MEETING

The meeting was called to order at 09:50 hours, after which the notice convening the meeting was read by the Council Secretary.

CHAIRPERSON'S OPENING REMARKS

The Chairperson welcomed everyone to the meeting and further mentioned that there was need to be free, trust each other and bring out discussions which were profitable and to be brief in the deliberations. He further mentioned that the Human Resource and General purpose Committee was the backbone of the Council.

REPORT OF THE DEPUTY COUNCIL SECRETARY

FHR&GP/52/01/23 STUDENTS ON ATTACHMENTS

The report of the Deputy Council Secretary was presented in which the Committee heard that Serenje Town Council had the following students doing attachments in various departments.

S/N	NAME	DEPARTMENT	COURSE BEING PURSUED	INSTITUTION
1.	Mr Justine Mukuka	Administration	Business Administration	Rock view University
2.	Tembo Hope	Health	Public Health	Evelyn Hone College
3.	Katongo Marvellous	Health	Public Health	Evelyn Hone College
4.	Simpamba Daniel	Health	Public Health	Evelyn Hone College
5.	Prisca Mulali	Health	Public Health	University of Zambia
6.	Prisca Jere	Planning	Environmental Education	University of Zambia
7.	Moses Sinyangwe	Works	Civil Engineering	Mulungushi University
8.	Habbakuka Simpungwe	Health	Environmental Health	Chreso University

9.	Ernest Maunde	Works	Civil Engineering	University of Zambia
10.	Jane Chama	Works – Fire Section	Fire Training	Fire Training School
11.	Leruth N. Nyirenda	Works – Fire Section	Fire Training	Fire Training School
12.	Esmerada	Works – Fire Section	Fire Training	Fire Training School
13.	Owen Simukonda	Works	Civil Engineering	Copperbelt University

The report on the students on attachments was thereafter; **NOTED.**

FHR&GP/53/01/23 STAFF PROMOTION

The Deputy Council Secretary reported for the decision of the Committee that the following Fire fighters passed the promotion exam in Leading Fire fighting and that the department was recommending that the listed Officers be promoted as leading Fire Fighters and be transferred to other Councils where there were vacancies.

S/N	NAME	POSITION	PROMOTION	REMARKS
1.	Emmanuel Chibaki	Fire fighter	Leading Fire fighter	Pass
2.	Michelo Ng'andu	Fire fighter	Leading Fire fighter	Pass
3.	Evans Mumba	Fire fighter	Leading Fire fighter	Pass
4.	Bwalya Memeritus	Fire fighter	Leading Fire fighter	Pass
5.	Conard Hangubo	Fire fighter	Leading Fire fighter	Pass
6.	Edgar Mutembo	Fire fighter	Leading Fire fighter	Pass
7.	Tendai Tembo	Fire fighter	Leading Fire fighter	Pass
8.	Wigan Kabwe	Fire fighter	Leading Fire fighter	Pass
9.	Steven Muzenda	Fire fighter	Leading Fire fighter	Pass
10.	Musonda Mwape	Fire fighter	Leading Fire fighter	Pass
11.	Dimas Tembo	Fire fighter	Leading Fire fighter	Pass
12.	Mutale Mulenga	Fire fighter	Leading Fire fighter	Pass

During consideration of the matter, the Committee wanted to find out what happened if the Officers attain the same qualifications and if it was automatic that they should be promoted. In response, the Committee was informed that the Council establishment required that when the officers acquired the qualification of the leading fire fighter, he /she must be promoted. However since the Council's establishment was supposed to have the (03) leading fire fighters to carter for the three shifts and looking

at the excess officers, there was need for them to be transferred to other Councils where there were vacancies.

After a lengthy deliberation upon a proposal by Councillor Chola Francis and duly seconded by Elvis Chisenga, it was;

RECOMMENDED

That the Fire fighters that passed the promotion exam in Leading Fire fighters **be APPROVED** and the officers be transferred to the other Councils where there were vacancies.

FHR&GP/54/01/23 PAID STUDY LEAVE

The Deputy Council Secretary reported to the Committee that the Local Government Service Commission had authorised the following Officers to proceed on study leave on distance basis.

S/N	NAME	POSITION	COURSE PURSUING	INSTITUTION
1.	Mtundu Chaponda	Internal Auditor	Bachelor in Accounting	Nkwame Nkruma University
2.	Ivo Mpimpa Jaliso	Senior Health Inspector	Master in Public Health	Suffolk

The report on the study leave was thereafter; **NOTED.**

FHR&GP/55/01/23 COMPLETION OF STUDIES

The Deputy Council Secretary reported to the Committee that Mr James Kango – Revenue Collector had completed his studies in Bachelor of Public Administration from University of Africa.

The report was thereafter; **NOTED.**

FHR&GP/56/01/23 SUBMISSION OF PHYSICAL COPIES OF DATA SETS

The Deputy Council Secretary reported to the Committee that the Local Government Service Commission had requested all Councils to submit physical copies of all staff matters and that Central province was scheduled to submit on 30th to 31st January, 2023.

The report was thereafter; **NOTED.**

FHR&GP/57/01/23 RETIREMENT – MR ACKSON CHESHA (HEAD OFFICE ORDERLY

The Deputy Council Secretary reported to the Committee that Mr Ackson Chesha was retiring on 16th October, 2023 and that the condition of service required that before retirement the Officer was entitled to go for 6 Months pending retirement.

The report was thereafter; **NOTED.**

FHR&GP/58/01/23 2023 LEAVE PROGRAMME

The Deputy Council Secretary reported to the Committee that the Leave programme for employees was ready and only employees who submitted their details for leave would be considered.

The report was thereafter; **NOTED.**

FHR&GP/59/01/23 INVESTIGATIVE AUDIT REPORT ON SERENJE TOWN COUNCIL REVENUES

The Deputy Council Secretary reported to the Committee that the Auditor's report was out and the Ministry of Local Government had recommended various actions to be taken on the officers that were involved in fraud in the institution and that the recommendations included;

- i. Disciplinary action to be taken
- ii. Reporting to the law enforcement agency

The report was thereafter; **WITHDRAWN AFTER MANAGEMENT AND THE COMMITTEE FAILED TO AGREE.**

REPORT OF THE COUNCIL TREASURER

FHR&GP/60/01/23 MUCHINGA CDF FINANCIAL REPORT AS 31ST DECEMBER, 2022

The report of the Council treasurer was reported in which the Committee heard that for the Muchinga CDF account, the Council has cumulative receipted the total amount of K23, 739, 910.90 and spent K1, 540,671.88 leaving the

balance amount of K22, 199,239.02. For details see attached financial report at **APPENDIX "A"**.

The report was thereafter; **NOTED**.

FHR&GP/61/01/23 SERENJE CENTRAL CDF FINANCIAL REPORT AS 31ST DECEMBER, 2022

The Council Treasurer reported for the information of the Committee that for the Serenje Central CDF account, the council had cumulative receipted the total amount of K23, 739, 910.90 and that in terms of expenditure, Council expensed K457, 250. 76 leaving the balance of K23, 282,660.14. For detailed see attached financial report at **APPENDIX "B"**.

The report was thereafter; **NOTED**.

FHR&GP/62/01/23 MOTEL PROFIT AND LOSS AS AT 31ST DECEMBER, 2022

The Council Treasurer reported for the consideration of the Committee that for the period under review, the Council Motel (Ibolelo Valley View Inn) had the profit balance brought forward amount of K52,301 and cumulative receipts for the year 2022 amounted to K1,477, 589 while cumulative purchases amounted to K1,439,724 representing K90,166 Profit.

He reported that for the detailed analysis, **APPENDIX "C"** **was** attached for Motel profit and loss to these minutes.

The report was thereafter; **NOTED**.

FHR&GP/63/01/23 RECEIPTS AND PAYMENTS AS AT 31ST DECEMBER 2022

The Council Treasurer reported for the Consideration of the Committee that for the period under review, Council collected cumulative receipts amounting to K65, 356,676.07 comprising of locally generated funds, Local Government Equalization fund and Constituency Development Fund representing 89% performance when compared against the supplementary Budgeted amount of K73, 263,640.86 as at 31st December 2022. In terms of Expenditure, Council expensed a cumulative total amount of K22, 513,686 as at the reporting date representing 31%

performance compared to the supplementary Budgeted amount of K73, 263,640.86. For the detailed analysis, see the attached Receipts and Payments Statement at **Appendix “D”**.

The report was thereafter; **NOTED**.

FHR&GP/64/01/23 COUNCIL DEBT STOCK AS 31ST DECEMBER, 2022

The Council Treasurer reported to the Committee that as at 31st December 2022, the total Council Debt stood at K39, 852, 676.45 comprising of various categories of debt and that the detailed analysis of the Council debt was attached to these minutes as **APPENDIX “E”**.

The report was thereafter; **NOTED**.

There being no other business to transact the meeting was declared closed at 11:25 Hours and the closing prayer was given by Mr Justine Mukuka- Intern

COMMITTEE

CHAIRPERSON.....SIGN.....DATE.....

.....



SERENJE TOWN COUNCIL

MINUTES OF THE PLANS, WORKS, DEVELOPMENT AND REAL ESTATES COMMITTEE MEETING HELD IN THE COMMITTEE ROOM, CIVIC CENTRE ALONG NG'ANSWA ROAD, SERENJE ON FRIDAY 24TH FEBRUARY, 2023 AT 09:00 HOURS

PRESENT

COUNCILLORS:	Mukosha Emmanuel	-	Chairperson
	Mwandu Giff	-	Member
	Francis Katoma	-	Member
	Mwiinga Hamalabbi	-	Member
	Douglas Free Jones Sigauke	-	Member
	Staivous Mulumba	-	Council C/Person (Ex-Officio)

APOLOGIES :	Boyd Ngoma (Chief Kabamba)-	Member
--------------------	-----------------------------	--------

OFFICERS

PRESENT :	Milly Muluti	-	Council Secretary
	Smart Muwowo	-	D/Council Secretary
	Mafita Mtonga	-	Director of Works
	Katuma Mutandi	-	District Agricultural Coordinator
	Hope Machuta	-	Assistant Commercial Manager
	Roy Munkondya	-	Valuation Officer
	Sarah M. Chewe	-	Chief Admin. Officer
	Soft Tembo	-	Town Planner
	Chibuye Paul Lee	-	District Forestry Officer
	Prince Mweemba	-	District Water Development Officer
	Sydney K. Chileshe	-	Committee Clerk
	Ruth Kavwala	-	Acting Admin Officer
	Sifuniso R. Musole	-	Assist. Committee Clerk

OPENING PRAYER

The opening prayer was given by Soft Tembo at 09:30 hours.

NOTICE OF MEETING

The notice convening the meeting was read by the Council Secretary and the meeting was called to order at 09:32 hours.

CHAIRPERSON'S REMARKS

The Chairperson welcomed everyone to the meeting and urged devolved departments to be free and make contributions as they would help in the development of the district.

REPORT OF THE DISTRICT PLANNING OFFICER

PWD&RE/179/02/23

APPLICATION FOR THE CONVERSION OF 250 HECTARES OF LAND IN CHIEF CHIBALE'S CHIEFDOM BY TRUE VINE FARMS LTD

The District Planning Officer reported for decision of the Committee that management was in receipt of an application for the conversion of land from customary tenure to leasehold tenure by True Vine Farms LTD and that the land in question would be for Agricultural use.

The applicant was invited to appear before the Committee but did not appear because of some challenges.

After a brief discussion upon a proposal by Councillor Douglas Free Jones Sigauke and duly seconded by Councillor Francis Katoma, it was;

RECOMMENDED

That the application for the conversion of 250 Hectares of land in Chief Chibale's Chiefdom by True Vine Farms Limited be **APPROVED**.

PWD&RE/180/02/23

APPLICATION FOR THE CONVERSION OF 34.8 HECTARES OF LAND IN CHIEF KABAMBA'S CHIEFDOM BY CENTURY ALLOYS LTD

The District Planning Officer reported for decision of the Committee that management was in receipt of an application for the conversion of land from customary tenure to leasehold tenure by Century Alloys LTD In Chief Kabamba's Chiefdom and that the land in question would be for industrial use.

The applicant has been invited to appear before the Committee and the District Agricultural Coordinator declared interest at that time.

During consideration, members wanted to find out what type of business the applicant had applied for and in response the applicant mentioned that the business that was proposed was purely Smelting processing plant.

After a brief discussion upon a proposal by Councillor Mwiinga Hamalabbi and duly seconded by Councillor Douglas Free Jones Sigauke, it was;

RECOMMENDED

That the application for the conversion of 34.8 Hectares of land in Chief Kabamba's Chiefdom by Century Alloys Limited be **APPROVED**.

PWD&RE/181/02/23

APPLICATION FOR THE CONVERSION OF 0.9609 HECTARES OF LAND IN CHIEF KABAMBA'S CHIEFDOM BY FRANCIS MALAMA

The District Planning Officer reported for decision of the Committee that management was in receipt of an application for the conversion of land from customary tenure to leasehold tenure by Francis

Malama in Chief Kabamba's Chieftdom and that the land in question would be for the establishment of a Social Facility (School).

The applicant was invited to appear before the Committee.

After a brief discussion upon a proposal by Councillor Mwandu Gift and duly seconded by Councillor Mwiinga Hamalabbi, it was;

RECOMMENDED

That the application for the conversion 0.9609 Hectares of land from customary tenure to leasehold tenure by Francis Malama in Chief Kabamba's Chieftdom be **APPROVED**.

PWD&RE/182/02/23

APPLICATIONS FOR FRESH MINUTE GENERATION

The District Planning Officer reported for the decision of the Committee that management was in receipt of an application for fresh minute generations within the Township as attached on the table below.

The Committee heard that the applicants were offered plots some time back but the minutes could not be traced for processing of recommendations to Ministry of Lands.

S/N	APPLICANT	PLOT#	NRC NO.	USE	STATUS
1.	Mary Musonda	333	187114/68/1	Residential	Developed
2.	George Chisebuka	3521	166201/17/1	Residential	Developed
3.	Haggai Silungwe	3695	347143/17/1	Residential	Developed
4.	Ackson Kabesha Mwelwa	1739	133600/71/1	Residential	Foundation
5.	Durham Chisenga	SEREN/LN_73948/707	150315/12/1	Residential	Foundation
6.	Moonga Nevers	F/11067	179882/75/1	Small holding	Developed
7.	Clive Chibule	SEREN/LN-8520/136	725663/11/1	Residential	Developed
8.	Justine Musonda	3526	243027/12/1	Residential	Developed
9.	Memory Tembo	LN/53734/16	213948/12/1	Residential	Developed

10.	Martha Chitemba	SER/2813	232078/12/1	Residential	Developed
11.	Roda Kapi Zimba	SER/3553	170436/16/1	Residential	Developed
12.	Barren Mubanga	SEREN/LN-8520/165	215983/12/1	Residential	Foundation
13.	Teddy Musonda	2290A	163348/41/1	Commercial	Developed
14.	Jones Sikombe	SER/547	192266/47/1	Residential	Developed
15.	George Chisebuka	3543	166201/17/1	Residential	Developed
16.	Emeldah Chikuni	SER/506	167211/15/1	Residential	Developed
17.	Harry Silungwe	3696	189333/47/1	Residential	Developed
18.	Haward Kalunga	35	258238/13/1	Residential	Developed
19.	Milimo Monze	3472	125949/78/1	Residential	Developed
20.	Chileshe Mapulanga	2949	440851/61/1	Residential	Developed
21.	John Chishale	SEREN/LN_73947/72	385556/16/1	Residential	Developed
22.	Mwansa Mulenga and Chalwe Kapika	SEREN/LN_73948/716	373618/10/1 193774/10/1	Residential	Developed
23.	Mervis Shimaala	3474	139228/17/1	Residential	Developed
24.	Evans Kanche	SH/SEREN/LN	210113/16/1	Small Holding	Developed
25.	Racco Fang	SEREN/LN_73947/11	851423/10/1	Residential	Developed
26.	Vincent Kanyanta	SEREN/LN_73947/64	303100/61/1	Residential	Developed
27.	Oscar Nkolola M	F/11070	1972744/75/1	+	Developed
28.	Tresina Miti	8524/24	139778/19/1	Residential	Developed
29.	Aaron Mwansa	3473	236982/12/1	Residential	Developed
30.	Enock Phiri	2345A	845765/11/1	Commercial	Foundation
31.	Justina Nakazwe	2224A	183821/12/1	Commercial	Foundation
32.	Brian Mwelwa	2226A	195087/12/1	Commercial	Foundation

S/N	NAME	NRC#	YEAR OFFERED	PLOT#
1.	Pentecostal Holiness Church	N/A	2015	3202
2.	Fannie Mponela	115074/13/1	2006	SER/1632
3.	Misheck Musonda	179987/12/1	2007	SER/2812

After a brief discussion upon a proposal by Councillor Katoma Francis and duly seconded by Councillor Douglas Free Jones Sigauke, it was;

RECOMMENDED

That the application for the conversion of land from customary tenure to leasehold tenure by Francis Malama in Chief Kabamba's Chiefdom be **APPROVED**.

PWD&RE/183/02/23

APPLICATION FOR RESIDENTIAL PLOT NORMALISATION

The District Planning Officer reported for the decision of the Committee that management was in receipt of an application for normalization as presented on the table below.

After a lengthy discussion upon a proposal by Councillor Katoma Francis and duly seconded by Councillor Mwinga Hamalabbi, it was;

RECOMMENDED

- i. That the applications for the normalization of land by various applicants in the above table be **APPROVED**.
- ii. That the names of applicants without registration numbers be completed by inserting registration numbers before the Council.

PWD&RE/184/02/23

APPLICATION FOR ALTERNATIVE PLOT

The District Planning Officer reported for the decision of the Committee that management was in receipt of an application for consideration of alternative plot and that the applicant alternative number was identified.

S/N	NAME	NRC #	PLOT#
1.	Godfrey Muranganwa Munyoro	196543/64/1	TBD

After a brief discussion upon a proposal by Councillor Katoma Francis and duly seconded by Councillor Mwinga Hamalabbi, it was;

RECOMMENDED

That the application for Alternative plot be **APPROVED** subject to numbering of the same plot before the Council meeting.

PWD&RE/185/02/23

SUCCESSFUL APPLICANT ON FIRST COME FIRST SERVE BASIS

The District Planning Officer reported for the decision of the Committee that following the advertisement of farms, Residential and Commercial plots on the first come first serve basis, a total of 6 had been added to the 15 applicants that met the condition of those who paid in full as was advertised.

NO.	NAME	NRC NO.	SEX	LOCATION	PLOT NO.	HA
1.	Micheal Mwela	806475/11/1	M	Luombwa	SEREN/LN-81647/22	10 Ha
2.	Vincent Kanyanta	303100/61/1	M	Luombwa	SEREN/LN-81647/81	25 Ha
3.	Vincent Kanyanta	303100/61/1	M	Luombwa	SEREN/LN-81647/80	25 Ha
4.	James Tembo	137074/68/1	M	Luombwa	SEREN/LN-81647/24	10 Ha
5.	Alex Mubita	199372/15/1	M	Luombwa	SEREN/LN-81647/23	10 Ha
6.	Lucy Namuyamba Subi	748153/11/1	F	Turn Off	SEREN/LN-90896/2	0.35Ha

After a brief discussion upon a proposal by Councillor Katoma Francis and duly seconded by Councillor Mwinga Hamalabbi, it was;

RECOMMENDED

That the six (6) successful applicants on first come first serve basis for Farms, Residential and Commercial plots listed above be **APPROVED**.

APPLICATION FOR AN ALTERNATIVE PLOT

The District Planning Officer reported for the decision of the Committee that following the settling of the dispute between Mr. Nyimbiri and Mary Mubanga and the establishment that plot number 1404 was created on top of 1406 which was on offer, it was established that there was need to offer an alternative plot to Mrs. Mary Mubanga and that the item had been presented for consideration by the Committee in an effort to prevent encroaching on an existing plot which was on offer.

After a brief discussion and on a proposal by Councillor Douglas Free Jones Sigauke and duly seconded by Councillor Mwandu Giff, it was;

RECOMMENDED

That the offer of an alternative plot for Mrs. Mary Mubanga be **APPROVED**.

APPLICATION FOR AN ALTERNATIVE PLOT

The District Planning Officer reported for the decision of the Committee that a place of worship at the Turnoff belonging to Shiloh Worship Center International had been encroached and that at the time that the plot was created in 2011, there was a settlement that resulted in the owners failing to develop the plot and had since applied for consideration of an alternative Place of worship plot.

After a brief discussion and on a proposal by Councillor Douglas Free Jones Sigauke and duly seconded by Councillor Mwinga Hamalabbi, it was;

RECOMMENDED

That the application for offer of an Alternative plot by Shiloh Worship Centre be **APPROVED**.

PWD&RE/188/02/23

APPLICATION FOR FRESH DOCUMENTS-STAN/763 BY REGINA KASUKA

The District Planning Officer reported for the decision of the Committee that management was in receipt of an application for fresh documents from Ms. Regina Kasuko who lost the documents for plot number 763 due to shifting and that the applicant wished to obtain new documents pertaining to her plot.

After a lengthy discussion and on a proposal by Councillor Douglas Free Jones Sigauke and duly seconded by Councillor Katoma Francis, it was;

RECOMMENDED

That the application for offer of Fresh minute generation by Stan/763 by Regina Kasuka be **DEFERRED** to allow the applicant obtain a Police report.

PWD&RE/189/02/23

APPLICATION FOR FRESH DOCUMENTS FOR STAND 740 BY SEVENTH DAY ADVENTIST ASSOCIATION

The District Planning Officer reported for the decision of the Committee that management was in receipt of an application for fresh documents from Seventh - day Adventist Association for plot number 740 situated in Kamwala area and that the Church could not trace the documents.

The Committee learnt that the Church had since applied for new documents to enable them obtain Title and a representative had been invited to appear before the Committee.

After a brief discussion and on a proposal by Councillor Douglas Free Jones Sigauke and duly seconded by Councillor Mwinga Hamalabbi, it was;

RECOMMENDED

That the application for offer of Fresh minute generation by Seventh-day Adventist Association for plot number be **APPROVED**.

PWD&RE/190/02/23

RESUMPTION OF SPORTS DAY

The District Planning Officer reported for the decision of the Committee that management was proposing for the resumption of sports day to be conducted every Friday each week.

After a brief discussion and on a proposal by Councillor Douglas Free Jones Sigauke and duly seconded by Councillor Mwinga Hamalabbi, it was;

RECOMMENDED

That the proposal by management for the resumption of sports day be **APPROVED** as recommended.

PWD&RE/191/02/23

MARTIN CHIKATE VS SERENJE TOWN COUNCIL 2013/HK/134

The District Planning Officer reported for the decision of the Committee that management was in receipt of a judgment for the case that had been in the high Court from 2013 between Serenje Town Council and Martin Chikate in relation to land situated at the turnoff.

The Committee learnt that the summary of the matter was that Mr Martin Chikate had a settlement within the township boundary and that in 2011, the Council opened the turnoff area for township development and engaged Mr. Chikate for consideration by giving him six (06) residential plots as consideration and later because of not being satisfied he sought legal redress on the matter.

The details on the matter for Court judgment as provided by the Court was attached on **APPENDIX "A"**.

It was further reported that Management wished to inform the Committee that the Court established that there was no basis for the claims and so they were unsuccessful. The Court ruled that the plaintiff was to be compensated for the loss of land by giving him six plots which the Council had said he would be given.

The Committee heard that the costs in the matter were in favor of the plaintiff which was calculated at K150, 000 as attached on **APPENDIX "B"**.

RECOMMENDATION

1. Management was recommending that plot **SER/3148, SER/3149, SER/3150, SER/3158, SER/359 AND SER/3160** be offered to Mr. Chikate as was agreed in 2013.
2. Management should be allowed to engage our legal advocate to negotiate the quoted figures for a possible reduction in the fees with the plaintiffs' lawyers because the Council could not take the case to Court for taxation on the basis that it had no information on the Court proceeding as the case was handled in its absence.
3. Management should come up with a payment plan to settle the proposed bill depending on the outcome of negotiations.

After a brief discussion and on a proposal by Councillor Katoma Francis and duly seconded by Councillor Douglas Free Jones Sigauke, it was;

RECOMMENDED

That the recommendations by management on MARTIN CHIKATE VS SERENJE TOWN COUNCIL 2013/HK/134 be **APPROVED** as recommended.

PWD&RE/192/02/23

OMITTED APPLICANT ON THE LIST OF APPLICATION FOR PLOTS IN 2019 ON FIRST COME FIRST SERVE BASIS-CENTER FOR ZERO WASTE IN ZAMBIA

The District Planning Officer reported for the decision of the Committee that management had come to the attention of management that Centre for Zero Waste in Zambia was omitted on the list of applicants who had paid for the plots on a first come first serve basis in 2019 after having paid all the fees and that the client would like to have the documents processed for plot **SEREN/LN_81643/118**. Attached are the receipts of payment.

After a brief discussion and on a proposal by Councillor Douglas Free Jones Sigauke and duly seconded by Councillor Katoma Francis, it was;

RECOMMENDED

That the consideration of the omitted plot to Zero Waste Management be **APPROVED** as recommended.

PWD&RE/193/02/23

RE-ENTRY OF UNDEVELOPED PLOTS IN THE TOWNSHIP

The District Planning Officer reported for the decision of the Committee that management was planning to re- enter plots that had not been developed in the Township from the time they were allocated. A situation that had resulted to plots not being developed and some residents had failed to process documents with Ministry of Lands.

During consideration of the matter, the Committee mentioned that it was a known fact that the provisional letters indicated that an applicant had to process documents and develop the plot within 18 months from the date of offer.

After a brief discussion and on a proposal by Councillor Douglas Free Jones Sigauke and duly seconded by Councillor Mwinga Hamalabbi, it was;

RECOMMENDED

That the re-entering of Plots by the Council in the Township be **APPROVED** as recommended.

REPORT OF THE DIRECTOR OF WORKS

PWD&RE/194/02/23

ZPPA CIRCULAR No. 1 OF 2023

The Director of Works reported to the Committee that ZPPA had issued a circular No. 1 of 2023, which aimed at giving guidance on the procurement of goods and services especially in relation to CDF projects and that the circular guided Procurement Entities that they “**may**” target and restrict a tender to bidders residing in the constituency as stated under section 91(1)(c) and 91(2)(b) of the Public Procurement Act No. 8 of 2020.

The Committee heard that the secular had harmonized the Presidential pronouncement that Procurement Entities needed to use Local contractors in the provision of goods and services within the District.

The report was thereafter, **NOTED**.

PWD&RE/195/02/23

UPDATE ON THE REHABILITATION OF LUKUSASHI BRIDGE

The Director of Works reported to the Committee that Road Development Agency under Disaster Mitigation Management Unit (DMMU) funding, was on site rehabilitating the Lukusashi Bridge that failed (damage due to heavy loading) in September 2022. As at 20th February 2023, concrete pillars had been casted in readiness to receive the steel beams which had been delivered to site already. The bridge would have a timber decking fitted just the way it was.

The report was thereafter, **NOTED.**

PWD&RE/196/02/23

UPDATE INSTALLATION OF WATER TANKS AT IBOLELO AND NEW MARKET TOILETS

The Director of Works reported to the Committee that they had completed the works for the construction of the water tank and installation of the tank, repair of the damaged and vandalized plumbing works including the installation of submersible pump in the borehole. The toilet was scheduled to be opened to the public in the soonest possible time once all administrative logistics were completed. In the same vein, they had started the procurement of materials for the new market toilet.

The report was thereafter, **NOTED.**

PWD&RE/197/02/23

UPDATE ON TERMINATED ROAD PROJECTS

The Director of Works reported to the Committee that they were doing final accounts on the terminated road projects in the district so that the contracts officially close. However, one of the road contracts on periodic maintenance of the 72Km of Ng'answa to Mapepala feeder road was not terminated but was closed to restart the contract afresh (was to be renewed once the contractual issues were completed at the Ministry).

The report was thereafter, **NOTED.**

PWD&RE/198/02/23

BICYCLES FOR APM's AND CC's

The Director of Works reported to the Committee that the Department of Water Supply and Sanitation through the Provincial Office had allocated Serenje District nine (9) bicycles that were to be given to Area Pump Menders and Community Champions within the District in the distribution ratio of 30% and 70% respectively.

The report was thereafter, **NOTED.**

PWD&RE/199/02/23

2020/21 CONSTITUENCY DEVELOPMENT FUND PROJECT UPDATE

The Director of Works reported to the Committee that they were still implementing the 2020/21 constituency Development Fund Projects. Most of the projects were almost at completion stage. The table attached as Appendix “A” gave the list of projects and current status then for each constituency.

The report was thereafter, **NOTED.**

PWD&RE/200/02/23

2022 APPROVED CONSTITUENCY DEVELOPMENT FUND PROJECTS

The Director of Works reported to the Committee that the projects for 2022 CDF were at procurement stage with five (5) being at awarding stage. The transfer of the Procurement Officer and the medical-leave for the Assistant Procurement Officer who was involved in an accident hampered the procurement process. However, the tendering processes had since resumed with the new Office bearer. The table attached as Appendix “B” gave the list of projects approved for each constituency and their status.

The report was thereafter, **NOTED.**

PWD&RE/201/02/23

FIRE BRIGADE REPORT

The Director of Works reported to the Committee that during the period under review that is 1st January 2023 to 24th February 2023, the fire brigade had turned out to different incidents within the District and out of the District. The Table below gives the nature of incidents that occurred.

INCIDENTS	TOTAL OCCURENCE	NO. OF OCCURENCE	SCENE REMARK	TURN OUT REMARK	LOCATION
Fires	03	03	Non-fatal	Turned out	Chikubula and Kanona

Drowning Cases	03	30	Fatal	Turned Out	Tazara, Kanona and Chintankwa
RTA	06	06	Fatal 5, Non-fatal 01	Turned Out	Along great North road
Special Services	38	38		Turned out	Dry port, Ibolelo, Town Centre and New market

The report was thereafter; **NOTED.**

REPORT OF THE DISTRICT AGRICULTURAL COORDINATOR

PWD&RE/202/02/23

FAW ARMY WORM SCOUTING AND CONTROL MEASURES

The District Agricultural Coordinator reported for the information of the Committee that fall army worm infestation was present in some maize fields and farmers were doing their best to control them by spraying with recommended pesticides and that the Ministry in the District distributed Cypermethrin and Snow grow insecticides for the control of fall army worm pests.

He also reported that the district received a total of 940 litres of Cypermethrin and Snow grow insecticides which was successfully distributed to all the 40 camps in the District.

FALL ARMY WORM INFESTATION

Number of Households Affected	Area Affected (Ha)	Infestation Percentage	General Crop Condition
1,493	997.80	6.65	Good

Thereafter, the report was; **NOTED.**

The District Agricultural Coordinator reported for the information of the Committee that the district during the period under review received 1,762 bundles of 100 by 1 metres of cassava cuttings and these were delivered to Lusiwasi Irrigation Scheme for 50-60 Ha.

He also reported that the Schemes were planting the cassava cuttings for the establishment of the cassava seed stock and that 300-360 bundles would be given to farmers to plant in order to multiply the seed stock and support the farmers in the district with seed in form of cassava cuttings.

1.1.1 MULEMBO MAZEMBE SASA IRRIGATION COMPANY

The company had planted the following crops in all the three schemes for this season;

- Mulembo Irrigation Scheme had planted 20 Ha of Soya beans and 3 Ha of cassava
- Mazembe Irrigation Scheme had planted 10 Ha of Soya beans
- Sasa Irrigation Scheme had planted 10 Ha of Soya beans

1.2 LUSIWASI IRRIGATION COMPANY

The area planted for this season by this Company was as follows:

- Cassava 23.5 Ha
- Maize 24 Ha
- Beans 5 Ha
- Soya beans 4Ha

Total area planted was 56.5 Ha and planting and land preparation was still ongoing for cassava.

The major challenge being experienced in all the schemes was the frequent breakdowns in the tractors.

Thereafter, the report was; **NOTED.**

PWD&RE/204/02/23 REVAMPING OF THE CHILD FEEDING CENTRES

The District Agricultural Coordinator reported for the information of the Committee that during the period under review, the district received nutrition materials for revamping of the Child Feeding Centres that were established under APMEP as follows;

- 85 x 25g Onion seeds
- 85 x 25g Carrots seeds
- 125 x 100 Mls proactive insecticides
- 125 x 100 Mls Kyoto insecticides

The district also received the following nutrition materials for the Mulima child feeding center;

- 43 x 25g Spinach seeds
- 43 x 25g Green beans seeds
- 86 x 25g Okra seeds
- 43 x 25g Amaranthus seeds
- 86 x 25g Mustard seeds

The district also received the following nutrition materials for the Nchimishi child feeding center;

- 42 x 25g Spinach seeds
- 42 x 25g Green beans seeds
- 84 x 25g Okra seeds
- 42 x 25g Amaranthus seeds
- 84 x 25g Mustard seeds

Thereafter, the report was; **NOTED.**

PWD&RE/205/02/23 FISP IMPLEMENTATION FOR THE 2022-2023 FARMING SEASON

The District Agricultural Coordinator reported for the information of the Committee that Serenje district had a total of 61,739 farmers registered under the Zambia Integrated Agricultural Management Information System (ZIAMIS) and that for the 2022-2023 Agricultural Season, the district was allocated 19,097 farmers under the FISP with 19,097 Maize, 9,549 Soya beans and 9,548 Groundnuts packs.

FISP implementation status

- District Target 19,097

- Farmers on the approved beneficiary list (tagged) 19,097 (100%)
- Farmers issued with ATDS 19,097 (100%)
- Farmers deposited 19,097 (100%)
- Farmers on ATCs 19,096 (99.99%)
- Total number of farmers that have redeemed 19,096 (99.99%)
- Total number of farmers who have partially redeemed 4,610 (24.14%)
- Total number of farmers who have fully redeemed 14,486 (75.85%)

Inputs

D-Compound (Supplier is Nitrogen Chemicals of Zambia (NCZ))

District allocation 2,864.55 Mt

- Received 2,864.55mt (100%)
- Distributed to farmers 2,862.90 Mt (99.94%)
- Total number of farmers who have collected D-Compound 19,086 (99.94%)

Urea (Supplier: Fertilizer Seed and Grain (FSG))

- District allocation 2,864.55 Mt
- Received 2,864.55 Mt (100%)
- Distributed to farmers 2,864.40 Mt (99.99%)
- Total number of farmers who have collected Urea 19,096 (99.99%)

Soya beans seed

- District allocation 238.71 Mt
- Received 238.71 Mt (100%)
- Distributed 238.175 Mt (99.78%)
- Total number of farmers who have collected 9,527 (99.78%)

Groundnuts seed

- District allocation 190.97 Mt
- Received 125.50 Mt (65.72%)
- Distributed 125.50 Mt (65.72%)
- Total number of farmers who collected 6,275 (65.72%)

Maize seed

- District allocation 190.97 Mt.
- Received 190.97 Mt. (100%)
- Distributed 190.14 Mt (99.57%)
- Total number of farmers who have collected 19,014(99.57%)

One notable challenge on the FISP is the non-delivery of 65.485 Mt of groundnuts seed by Steward's Globe Limited. However, the supplier had been engaged to make sure he delivered the remaining quantity to the district.

Thereafter, the report was; **NOTED.**

PWD&RE/206/02/23

THE ZAMBIA EMERGENCY FOOD PRODUCTION FACILITY

The District Agricultural Coordinator reported for the information of the Committee that the district had been implementing the Zambia Emergency Food Production Facility which was a project funded by the African Development Bank and would run for two years from July 2022 to June, 2024 whose Project objective was to build resilient farming livelihoods and increase food and nutrition security.

The District Agricultural Coordinator further reported that under the same facility, Serenje district had been allocated 2,582 beneficiaries and these beneficiaries were required to be registered on the tier 2 e-wallet platform of the ZIAMIS digital system with tier 1 being the current GRZ FISP DIS system.

He also reported that a total of 878 farmers had so far been registered under the project out of which 576 had deposited the K5, 000=00 contribution and had benefited from the project and that after making the K5, 000=00 contribution farmers were entitled to 4 bags of D-Compound fertilizer and 4 bags of Urea fertilizer and the balance they could get Maize, Soya beans or Beans seeds.

Thereafter, the report was; **NOTED.**

REVAMPING OF THE NASANGA FARM BLOCK

The District Agricultural Coordinator reported for the information of the Committee that Government had in the year 2023 earmarked to develop and revamp the Nansanga Farm Block and fully operationalize it by providing the necessary support infrastructure such as access roads, electricity, and rehabilitation of dams and provision of water for domestic uses through the drilling of boreholes and that a number of activities had since been done towards the achievement of this and the following milestones had been recorded by the district.

- The stakeholder meeting was successfully conducted.
- Community engagement meetings to create awareness among the Community members in the Nansanga Farm Block and the surrounding areas about the revamping of the farm block and its associated benefits were successfully done and a total of 1,211 Community members (726 male and 485 female) were successfully sensitized.
- Three surveys on power line extension, access roads and land utilization had been successfully conducted

The next activities that had been planned were the validation meetings and once these were done the tendering processes would start and thereafter the actual works such as opening up of the roads, power lines, dam rehabilitation and the drilling of boreholes would commence.

Thereafter, the report was; **NOTED.**

REPORT OF THE DISTRICT FORESTRY OFFICER

AFFORESTATION AND REFORESTATION

The District Forestry Officer reported for the information of the Committee that Forestry Department in Serenje District established 4 hectares of Pine Plantation forest in Serenje National Forest as

part of Climate Change mitigation and that more than 4,000 assorted tree seedlings were distributed to different individuals and organizations during the National Tree Planting period as part of Community participation in climate change mitigation.

Thereafter, the report was; **NOTED.**

PWD&RE/209/02/23

FORESTRY EXTENSION

The District Forestry Officer reported for the information of the Committee that five (5) Community Forest Management Groups had been established, recognized and approved for agreement to acquire rights from Government on Forest Protection and Management and that the Community groups were from Nambo and Mukopa under Chibale and Teta Chiefdoms, Kabamba and Kampabwa under Kabamba Chiefdom of Serenje district.

Thereafter, the report was; **NOTED.**

SUPPLEMENTARY REPORT

PWD&RE/210/02/23

RECOMMENDATION OF A WAIVER FOR THE LAND REGISTRATION FEES FOR ULTRA GREEN COORPORATION ZAMBIA LIMITED

The District Planning Officer reported to the Committee that the Council approved applications for the conversion of tenure for Ultra Green Corporation Ltd under minute numbers PWD&RE/128/08/22, PWD&RE/157/12/22 and PWD&RE/155/12/22 for conversion of tenure under Chief Kabamba's Chiefdom and that following the approval, quotations were issued at K1, 000 per hectare for the land which was converted. Attached is the Demand Notice for your reference.

He further informed the Committee that the Company engaged the Ministry of Local Government and Rural Development in relation to the fees and the Ministry had written recommending that the Council should offer a waiver for the land registration fee for the land associated with the project. Attached is the letter from the Ministry for your reference.

During the consideration of the matter, the Committee resolved that the Council Chairperson should go and meet with the Minister of Local Government and conclude the matter.

After a lengthy deliberation, it was thereafter;

RECOMMENDED

That the Council Chairperson should go and seek an audience with the Local Government Minister and amicably conclude the matter. However, the step to seek audience with the Minister was not done and that the waiver for the land registration fees would go on as per the letter from the Minister of Local Government.

There being no other business to transact the Chairperson thanked all for attending the meeting and closing prayer was given by Sarah Chewe Masiye and the meeting was declared closed at 14: 50 hours.

COMMITTEE
CHAIRPERSON.....DATE.....SIGN.....



SERENJE TOWN COUNCIL

MINUTES OF THE AUDITING COMMITTEE MEETING HELD IN THE COMMITTEE ROOM, CIVIC CENTRE, ALONG NG'ANSWA ROAD, SERENJE ON TUESDAY 7TH MARCH, 2023 AT 09:00 HOURS

PRESENT

COUNCILLORS:	Brighton Matipa Yamba	-	Chairperson
	Chricious Bwanga	-	Member
	Francis Chola	-	Member
	Giff Mwandu	-	Member
	Leo Chinya	-	Member
	Vernon Chibuye	-	Member
	Staivious Mulumba	-	C/ C/Person (Ex-Officio)

APOLOGIES : No apology was received.

OFFICERS

PRESENT :	Milly Muluti	-	Council Secretary
	Smart Muwowo	-	D/Council Secretary
	Mafita Mtonga	-	Director of Works
	Collins Chella	-	Procurement Officer
	Sarah M. Chewe	-	Chief Administrative Officer
	Roy Munkondya	-	Valuation Officer
	Sylvia M. Liyoka	-	Health Inspector
	Kelvin Chilufya	-	Assistant Internal Auditor
	Oscar Malipenga	-	Public Relations Officer
	Sydney K. Chileshe	-	Committee Clerk
	Sifuniso R. Musole	-	Assist. Committee Clerk

OPENING PRAYER

The opening prayer was given by the Chief Administrative Officer Ms. Sarah M. Masiye at 09:50 hours.

NOTICE OF MEETING

The notice convening the meeting was read by the Council Secretary and the meeting was called to order at 09:52 hours.

REPORT OF THE INTERNAL AUDITOR

AUD/34/03/23 UNDER COLLECTION OF REVENUE FROM LICENSES

The report of the Internal Auditor was presented in which it was reported to the Committee that a comparison of the budget and actual performance as captured in the Statement of Receipts and Payments revealed that there was under collection of revenue from Licenses and that in 2022, the Council had budgeted to collect K360, 000.00 from licenses out of which K13, 296.00 (4% collection) was collected leaving amounts totaling K346, 704.00 uncollected. See the table below:

LICENSES					
CODE	DETAILS	BUDGET	ACTUAL	PERC	BALANCE
153		ZMW	ZMW		ZMW
153009	Liquor license	25,000.00	2,726.00	11	22,274.00
153010	Firearm and ammunition license	25,000.00	8,270.00	33	16,730.00
153013	Dog license	10,000.00	0	0	10,000.00
153099	Other licenses	300,000.00	2,300.00	1	297,700.00
	TOTAL	360,000.00	13,296.00	4	346,704.00

RISK

Loss of revenue

Failure to undertake planned activities

RECOMMENDATIONS

- i. Management should provide an explanation for the variances
- ii. Management should put measures to ensure all the revenue owed to the Council was collected
- iii. Management should ensure that the Council improves its capacity on revenue collect

MANAGEMENT RESPONSE

Management acknowledged the Auditor's observation as follows;

- i. **On liquor license** - Most of the clients were not qualifying for the license and management would start maintaining the Data base
- ii. **On Fire Arms and Ammunition License** - The Council had no data base and had to depend on client's coming in to request for licenses as this was demand driven
- iii. **On Dog License** - The Council was putting up measures on registration of Dogs and sensitization before Dog cropping within the Month of March, 2023.

After due consideration of the matter upon a proposal by Councillor Gershom Changwe and duly seconded by Councillor Bwanga Chricious, it was;

RECOMMENDED

That management should make sure that the above responses be **APPROVED**.

AUD/35/03/23

FAILURE TO COLLECT REVENUE

The Internal Auditor reported to the Committee that an examination of the Receipts and Payments revealed that during the period under review the Council did not collect any revenue from the sand and bird levies and further that

no revenue was collected from Transportation of Milk products (permits). See the table below:

LEVIES					
CODE	DETAILS	BUDGET	ACTUAL	PERCENTAGE	BALANCE
1540	DETAILS	BUDGET	ACTUAL	PERCENTAGE	BALANCE
154002	Bird levy	K3,500.00	-	0	K3,500.00
154006	Sand levy	K10,000.00	-	0	K10,000.00
	SUB TOTAL	K13,500.00	-	0	K13,500.00
PERMITS					
1550	DETAILS	BUDGET	ACTUAL	PERCENTAGE	BALANCE
155004	Transportation of Milk Products				
	SUB TOTAL	K30,000.00	-	0	K30,000.00
	TOTAL	K43,500.00		0	K43,500.00

RISK

- Loss of revenue
- Failure to undertake planned activities

RECOMMENDATION

Management should explain why no revenue was collected from the above revenue sources

Management should put in place measures to ensure that the above revenue sources were collected

MANAGEMENT RESPONSE

Management acknowledged the Auditor's findings and would revisit the votes and re-strategise.

During consideration of the matter, members wanted to know who should pay for bird levy. In response it was mentioned that rearing of Chickens in residential areas was against the law and management would only concentrate on levying those in farms. On sand levy the Committee heard that Management would like to engage

the Forestry department and check what the Forestry Act said about Sand levies.

After due consideration of the matter upon a proposal by Councillor Gershom Changwe and duly seconded by Councillor Bwanga Chricious, it was;

RECOMMENDED

That Management should put in place measures to ensure that the above revenue sources were collected and the report over the same be produced during the Council

AUD/36/03/23 UNSUPPORTED PAYMENTS

The report of the Internal Auditor was presented in which it was reported to the Committee that during the period under review seven (7) payment vouchers in amounts totaling K46, 425.00 were prepared for various activities and that the payments were not supported with relevant documents such as Purchase orders, Receipts etc. See the table below:

NO.	DATE	PAYEE	CHEQUE NO.	AMOUNT (ZMK)	REMARKS
1.	26.10.22	Mwafi Enterprises LTD	0002158	520.00	No Purchase Order
2.	01.11.22	Albert Kanche	002160	2,000.00	No Receipt
3.	02.11.22	Development A/C	BT	30,000.00	No Receipt
4.	08.11.22	Precious Mukamba	BT	5,260.00	No Activity Report
5.	16.11.22	Cong'aha	002171	6,845.00	No Purchase Order
6.	25.11.22	Milliod Mukando	2185	1,100.00	No Receipt
7.	25.11.22	Abdul Azizi	002197	700.00	No Receipt
		TOTAL		46,425.00	

RISK

Failure to adhere to rules and regulations

RECOMMENDATIONS

Management should ensure that all payments were adequately supported

MANAGEMENT RESPONSE

Management acknowledged the Auditor's observations and the documents had been attached and available for verification.

After due consideration of the matter upon a proposal by Councillor China Leo and duly seconded by Councillor Gershom Changwe, it was;

RECOMMENDED

That Management should ensure that all payments were adequately supported

AUD/37/03/23 DELAY IN COMPLETION OF 2021 CONSTITUENCY DEVELOPMENT FUND PROJECTS

The Internal Auditor reported to the Committee that Internal Audit Unit carried out a review of the 2021 CDF projects for both Muchinga and Serenje Central Constituencies to ascertain the progress and that the Internal Audit had noted with concern that the completion of some projects were long overdue. See the table below.

NO	WARD	PROJECT	AMOUNT (K)	REMARKS
1.	Lushibashi	Completion of Nakalengule Health Post i. Staff House ii. 2 VIP Toilets iii. Bathrooms iv. Drilling of a Borehole	390,000.00	On going
2.	Mweshe	Completion of a 1x2 CRB at Chambale	100,000.00	On going
3.	Mweshe	Construction of a Bridge at Mweshe (Crossing point between Chambale Kaulumbu)	60,000.00	Not yet started
4.	Masanninga	Completion of Mulembo Health Post i. Maintenance of the Health Post ii. Construction of staff House iii. Construction of 2 VIP toilets iv. Construction of 2 bathrooms v. Drilling of a bohole	400,000.00	On going
5.	Ibolelo	Phase one funding towards the Completion of a 1x2 CRB at Kashitu School	200,000.00	On going
6.	Kabamba	Roofing of a 1x2 CRB at Teta Primary School	50,000.00	On going

RISK

Future projects may also be delayed.

RECOMMENDATIONS

Management should explain why the implementation of 2021 CDF projects was delayed.

Management should put in measures to ensure all projects were implemented on time.

MANAGEMENT RESPONSE

Management acknowledged the Auditor's observation as follows;

- i. Nakalengule Health Post- the project was awarded late last year and the contractor has had problems in accessing the project site to transport materials due to bad roads
- ii. Chambale – The project was labor based and materials have been procured to complete the project
- iii. Chambale Bridge – It's one of the projects that are yet to be procured
- iv. Mulembo Health Post – The staff house is at roof level and bore - hole drilling has been suspended because it is among the 13 bore holes to be done by water development
- v. Kashitu CRB – Remained with painting and glazing and the works have currently stalled waiting for the contractor to re-mobilise
- vi. Teta Primary – Materials to be procured

After due consideration of the matter upon a proposal by Councillor Chinya Leo and duly seconded by Councillor Bwanga Chricious, it was;

RECOMMENDED

That the above recommendations be Approved and management should make sure that the Area Councillors got involved whenever they visited their Wards to check on the projects

The report of the Internal Auditor was presented in which it was reported to the Committee that the National Health Insurance Management Authority (NHIMA) was the Statutory Body charged with the mandate of managing the National Health Insurance Scheme and that It was mandatory for all permanent Council workers to make monthly contributions.

It was further reported that officers had been having difficulties accessing the health facilities under NHIMA despite the monthly deductions from their salaries.

RECOMMENDATIONS

Management should explain why the officers were having difficulties in accessing the facilities.

Management should put in measures to ensure that the medical facilities were easily accessible.

MANAGEMENT RESPONSE

Management acknowledged the Auditor's observations and mentioned that they had done their part and vigorously pursuing NHIMA to reactivate the system

After due consideration of the matter upon a proposal by Councillor Gershom Changwe and duly seconded by Councillor Vernon Chibuye, it was;

RECOMMENDED

That management should vigorously pursue Nhima to reactivate the system and ensure that the medical facilities were easily accessible by employees

There being no other business to transact, the meeting was declared closed after a prayer from Councillor Vernon Chibuye at 12:40 hours.

COMMITTEE
CHAIRPERSON.....SIGN.....DATE.....

**OUTSTANDING QUERRIES FROM THE THIRD QUARTER REPORT ON AUDIT
COMMITTEE MEETING HELD ON FRIDAY 12TH DECEMBER, 2022**

MINUTE NO.	HEADING/RESOLUTIONS	ACTION TAKEN	RESPONSIBLE OFFICER
AUD/36/12/22	<p>UNCOLLECTED REVENUE FROM TRANSPORTATION OF MANGANESE</p> <p>RECOMMENDED Engage the transporters so that money amounting to K210, 000 which belonged to the Council was collected</p>	As at 3 rd March, 2023 the K210,000 was not collected	Management
AUD/37/12/22	<p>UNCOLLECTED REVENUE FROM IBOLELO VALLEY VIEW INN (COUNCIL MOTEL)</p> <p>i. That all the debts owed should be settled before the April 2023 meeting of the Council ii. That there was need to engage the Civic leaders to correct the situation</p>	As at 3 rd March, 2023 there was an outstanding balance of K12, 000 from an initial K79,186.75 that was owed to the Council	Management
AUD/41/12/22	<p>INADEQUATE FACILITIES AT THE REGISTRY OFFICE</p> <p>Management would consider procuring the furniture and equipment for registry once funds were available</p>	As at 3 rd March, 2023 the registry was still in a poor state	Management
AUD/42/12/22	<p>INADEQUATE ORIENTATION OF STAFF</p> <p>Management was going to put up a programme of re-orientating the staff</p>	As at 3 rd March, 2023 the program of re-orienting of staff had not been done	Management
AUD/43/12/22	<p>INADEQUATE TRAINING OF COUNCIL POLICE OFFICERS</p> <p>Management would engage Zambia Police to help train the Officers</p>	As at 3 rd March, 2023 the Officers had not been	Management

		trained	
AUD/45/12/22	<p>INSANITY CONDITIONS AT MAIN MARKET TOILETS AND WAITING ROOM</p> <p>That management should work on the toilets as soon as possible</p>	As at 3 rd March, 2023 new toilets had not yet been constructed while old ones were still in a deplorable state	Management
AUD/49/12/22	<p>CURRENT STATE OF THE DRY PORT</p> <p>Management would plough back the revenue collected from the dry port to address challenges at dry port</p>	As at 3 rd March, 2023, the dry port was still in a poor state	Management
AUD/50/12/22	<p>LACK OF PROGRAMMES ON PUBLIC HEALTH AWARENESS</p> <p>Management through the Public Health Section should follow the programme made for the activities and sensitize the Public on Health matters</p>	As at 3 rd March, 2023, the dry port was still in a poor	Management



SERENJE TOWN COUNCIL

MINUTES OF THE THIRD ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, NG'ANSWA ROAD, SERENJE ON WEDNESDAY, 12TH APRIL, 2023 AT 11:30 HOURS.

**PRESENT
COUNCILLORS:**

NAME	WARD
Staivous Mulumba	- Council Chairperson
Bwanga Chricious. M	- Kabansa
Changwe Gershom	- Kanona
Chibuye Vernon	- Musangashi
Chiinya Leo	- Chisomo
Chisenga Elvis	- Lupiya
Chola Francis	- Chibale
Hamalabbi Mwilinga	- Mweshe
Kabwe Thelma	- Kabamba
Katoma Francis	- Milenje
Kanchepea Leonard	- Lushibashi
Mambwe Stanley	- Serenje
Mukosha Emmanuel	- Chisangwa
Mukosha M. Dickson	- Masaninga
Mumbi Peter	- Kashishi
Mwandu Eddy	- Lukusashi
Mwandu Gift	- Sancha
Mulenga Wilfred	- Kabwe Kupela
Mwengwe Bravers	- Mailo
Sigauke F. J. Douglas	- Mbaswa
Yamba Brighton Matipa	- Ibolelo
Ngoma Boyd	- Royal Highness Chief Kabamba
Musonda C. Joshua	- Royal Highness Chief Chibale
Rhoda Kapi	- Her Royal Highness Chieftainess Serenje

APOLOGIES: No apology was received

OFFICERS IN ATTENDANCE:

Milly Muluti	-	Council Secretary
Smart Muwowo	-	Deputy Council Secretary
Mafita Mtonga	-	Director of Works
Precious Mukamba	-	District Planning Officer
Mwila Chola	-	Deputy Director of Works
Dr. Brian Hacamba	-	District Fisheries and Livestock Officer
Dr. Haachile L. Moonga	-	District Health Director
Hope L. Chilufya	-	Assistant Commercial Manager
Alfred Lubula	-	Chief Human Resource Officer
Sarah Chewe Masiye	-	Chief Administrative Officer
Ivo Jaliso	-	Senior Health Inspector
Hector Chikunji	-	Senior Building
Roy Munkondya	-	Valuation Officer
Chalwe Mwaba	-	Senior Environmental Planner
Maponde Chandamali	-	Environmental Planner
Janet Mumba	-	Assistant Procurement Officer
Prince Mweemba	-	District Water Development Officer
Petipa Kabwenda	-	District Education Statistics Officer
Gracious Moonga	-	Deputy Community Development Officer
Chibuye Paul Lee	-	District Forestry Officer
Winnie Namonje	-	Assistant Social Welfare Officer
Levison Tembo	-	Ministry of Agriculture
Mwenda Lishebo	-	Ministry of Health Planner
Sydney Chumbula	-	Statician – DEBS
William Mukando	-	Community Development
Willy Numba	-	Assistant Accountant
Sydney K. Chileshe	-	Committee Clerk
Ruth Kavwala	-	Assistant Committee Clerk
Justine Mukuka	-	Intern (STC)

**OTHER
OFFICIALS
PRESENT:**

Bishop Samson Kasele	-	Chaplain
Musonda Mariyana	-	Main Market
Divierias Chisenga	-	Community Member
Mukwasa Duncan	-	Dist. Bus. Association C/person
Musonda Kunda	-	Serenje Chamber of Commerce (Treasurer)
Joe Mashonga	-	Serenje Chamber of Commerce
Akamandisa Wakunuma	-	National Assembly -
Kalika Phiri	-	Serenje Resident
Marko Chibuye	-	WDC Kashishi Ward

=====

**THE NATIONAL ANTHEM WAS SUNG PRIO TO THE
COMMENCEMENT OF THE MEETING AND SUBSEQUENTLY A
PRAYER WAS GIVEN BY THE CHAPLAIN BISHOP SAMSON
KASELE**

=====

NOTICE CONVENING THE MEETING

The notice convening the meeting was read by the Council Secretary Milly Muluti and the meeting was called to order at 11:36 hours.

OC/58/04/23

COUNCIL CHAIRPERSON'S COMMUNICATION

The Council was informed of various communications by the Council Chairperson.

In his welcoming remarks, the Council Chairperson expressed gratitude to Councillors and management team and welcomed all the attendants to the Third Ordinary Council Meeting of the Council for the civic year 2022/2023.

He further recognized all protocols present, His Royal Highnesses Chief Kabamba, His Royal Highness Chief Chibale and Her Royal Highness Chief Serenje, all Councillors, all Chief Officers and all Heads of Government Departments and made his announcements/communications.

OC/59/04/23

CONFIRMATION OF MINUTES OF THE SECOND ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE ON FRIDAY 23RD DECEMBER, 2022

Minutes of the Second Ordinary Council Meeting held on 23rd December, 2022 were presented before the Council for Confirmation - Minute number **OC/41/12/22** - **OC/56/12/22** on pages 1 -15.

On a proposal by Councillor Giff Mwandu and duly seconded by Councillor Wilfred Mulenga, it was;

RESOLVED

That the Minutes of the Second Ordinary Council Meeting held on 23rd December, 2022 Minute Number **OC/41/12/22** - **OC/56/12/22** on pages 1-15 be **CONFIRMED**.

OC/60/04/23

ACTION TAKEN REPORT

The action taken report was presented before the Council for confirmation.

On Minute Number **OC/14/12/22** -The Council wanted to know why it had taken long to for the Council to conclude on the issue to venture in small scale mining.

In response, the Council heard that management would facilitate for the constituting of a team from 17th April, 2023 that would see the progress towards the same was done.

On item number **PWD&RE/82/08/22** – The Council inquired on the delay to allocate Commercial plots in front of Wonderful, Caf'e dela shops and new market as people had paid application fees and attended interviews.

In response, the Council learnt that the materials for the same had been procured awaiting the Provincial Planners and the availing of the plan.

On item number **PWD&RE/137/08/22** – Members of the Council wanted to know why the project had stalled and the way forward.

In response, the Council were informed that the funds that were allocated to the project was not enough to complete the project as indicated on the ledger and had a discussion with Lukanga Water to channel the funds to their system or drill another borehole which will need extra funds. The borehole also damaged due to vandalism.

On item number **AUD/34/08/22** – The Council wanted to find out why the toilet at Ibolelo had not been handed over to the market Committee. In response, the Council was informed that everything was done and what remained was only the signing of the Memorandum of Understanding (MoU) with the market Committee on how the toilet would be operated.

On item number **AUD/36/08/22** – The Council wanted to know why management had failed to collect the funds from transporters who ferried Manganese.

In response, the Council was informed that the officer who was in charge at the Police Station was not available at the time when management went to the station to be availed with the information on the mentioned transporters and that management expected the Council Treasurer to collect data from the Police afterwards.

On item numbers **AUD/41/12/22, AUD/42/12/22** and **AUD/43/12/22** - On the procuring of registry furniture and equipment, the Council wanted to find out why the process had stalled.

In response, management informed the Council that management had plans to procure the Cabinets by 2024.

On the Orientation of staff, management explained that the in house training would be conducted and was in process.

On the Police officers training, management mentioned to the Council that there was an arrangement that was made with the Zambia Army to train the Officers.

During consideration of the same, the Council mentioned that it was not suitable for Officers to be trained by the

Army but by the Zambia Police Officers who would train them according to Police work.

On Minute Number **PWD&RE/159/12/22** – The Council wanted to know the progress made on the allocation of a plot to FaR property Company (Z) Limited.

In response, the Council was informed that the applicant was shown two sites on which to choose and later sent a letter to the Council asking for a demand notice which the Council sent to them.

On Item Number **PWD&RE/169/12/22** – The Council wanted to know why the request by Mr. Peter Mukosha to rent a shop was not yet done.

In response, management informed the Council that an arrangement with the applicant had been done to go and inspect the state of the same property.

Thereafter, the report was; **NOTED.**

OC/61/04/23

CONSIDERATION OF MINUTES OF THE HEALTH, HOUSING AND SOCIAL SERVICES COMMITTEE MEETING HELD ON WEDNESDAY 20TH JANUARY, 2023

The Minutes of the above mentioned Committee from Minute Number **HHSS/107/01/23** to **HHSS/143/01/23** were presented before the Council by the Committee Chairperson for consideration.

After due consideration of the minutes and on a proposal by Councillor Mwendwe Bravers and duly seconded by Councillor Mukosha M. Dickson, it was;

RESOLVED

That the Minutes of Health, Housing and Social Services Committee meeting held on Friday 15th July, 2022 Minute Number **HHSS/107/01/23** to **HHSS/143/01/23**, on page 30-64 be **RECEIVED** and

ADOPTED as part of the Council proceedings, subject to the following amendments and inclusions ;

- iv. On page 30 on the year the meeting was held, it should read "2023" and not 2022.
- v. On item number **HHSS/115/01/23** in the table, the total number for persons living with disabilities should be "714" and not 393.
- vi. On item number **HHSS/120/01/23**, one 'Committee that" should be deleted from the sentence.
- vii. On item number **HHSS/122/01/23** in the table, it should read "KABAMBA" and not KAMBAMBA.

On item number **HHSS/125/01/23** the Council wanted to know how the funding would be done on the recommendation that staff accommodation should be constructed for veterinary camps. The Council heard that the construction would be done under Constituency Development Fund (CDF) for Serenje and Muchinga Constituencies.

OC/62/04/23

CONSIDERATION OF MINUTES OF THE FINANCE, HUMAN RESOURCES AND GENERAL PURPOSES COMMITTEE MEETING HELD ON FRIDAY 27TH JANUARY, 2023

The Minutes of the above mentioned Committee from Minute Number **FHRGP/52/01/23** to **FHRGP/64/01/23** was presented before the Council by the Committee Chairperson for consideration.

After due consideration of the Minutes and on a proposal by Councillor Kanchepa Leonard and duly seconded by Councillor Elvis Chisenga, it was;

RESOLVED

That the Minutes of Finance, Human Resources and General Purposes Committee meeting held Friday 29th July, 2022, Minute Number **FHRGP/52/01/23** to

FHRGP/64/01/23, pages 65 - 71 be **RECEIVED** and **ADOPTED** as part of the Council proceedings.

OC/63/04/23

CONSIDERATION OF MINUTES OF THE PLANS, WORKS, DEVELOPMENT AND REAL ESTATES COMMITTEE MEETING HELD ON FRIDAY 24TH FEBRUARY, 2023

The Minutes of the above mentioned Committee from Minute Number **PWD&RE/179/02/23** to **PWD&RE/210/02/23** were presented before the Council by the Committee Chairperson for consideration.

After due consideration of the minutes, and on a proposal by Councillor Francis Katoma and duly seconded by Councillor Douglas Free Jones Sigauke, it was;

RESOLVED

That the Minutes of Plans, Works, Development and Real Estates Committee meeting held on Friday 24th February, 2023 Minute number **PWD&RE/179/02/23** to **PWD&RE/210/02/23**, from page 72-94 be **RECEIVED** and **ADOPTED** as part of the Council proceedings subject to the following amendments and inclusions;

- i. That the recommendation under minute number **PWD&RE/191/02/23**, the recommendation should read "That the recommendations by management be **APPROVED** as recommended."
- ii. That the recommendations under minute number **PWD&RE/193/02/23** should read "(i) The reentry for undeveloped plots that were on offer or title at Ministry of Lands (MoL), (ii) The repossession of undeveloped plots that were on Council offer
- iii) Under minute number **PWD&RE/210/02/23**, the recommendation should continue with "However, the step to seek audience with the Minister was not done and that the waiver for the land

registration fees would go on as per the letter from the Minister of Local Government”.

- iv) On minute number **PWD&RE/195/02/23**, The Council wanted to know why the rehabilitation of the Lukusashi Bridge had taken long. In response, the Council was informed that the Government was so much aware and concerned with the Bridge and timber was already delivered at the site and that the fabrications had already been done and soon the area would be opened to the Public.

- v) On minute number **PWD&RE/199/02/23**, The Council wanted to know why the water reticulation at Chibale Centre had taken long. In response, the Council was informed that most of the materials had been bought and were already at the site and what remained was only the procurement of connection accessories and engaging a plumber to connect and install the pump. The Council further heard that the matter had been taken back to the Constituency Development Fund Committee to consider additional funding for the remaining materials and labor for the project in the 2023 Constituency Development Fund (CDF) for its completion.

- vi) On the boundaries between Chitambo District and Serenje District, the Council wanted to find out exactly where Mapepala area belonged as the area was said to belong to Serenje District and yet Mapepala Clinic in the same area was serviced by Chitambo District. It was therefore, requested that a verification from relevant people and the planners be done to end the confusion.

CONSIDERATION OF MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON TUESDAY 7TH MARCH, 2023

The Minutes of the above mentioned Committee from Minute Number **AUD/35/12/22** to **AUD/50/12/22** were presented before the Council by the Committee Chairperson for consideration.

After due consideration of the minutes and on a proposal by Councillor Brighton Yamba Matipa and duly seconded by Councillor Chibuye Vernon, it was;

RESOLVED

That the Minutes of Audit Committee meeting held on Tuesday 7th March, 2023 Minute Number **AUD/34/03/23** to **AUD/38/03/23**, on page 95 - 105 be **RECEIVED** and **ADOPTED** as part of the Council proceedings subject to the following amendments and inclusions;

- viii. On the attendance list, Councillor Francis Chola and Gift Mwandu should be excluded and instead Councillor Gershom Changwe be included
- ix. On item number **AUD/34/03/23** on page 57, on the recommendations (iii) the sentence should be read as "Collections" and not 'Collect'.
- x. On item number **AUD/36/03/23** on page 100, on the recommendation the sentence should include "with relevant documents" and not supported.
- xi. On item number **AUD/50/12/22** on page 105, in the table on the Action taken column the sentence should include "**state**" to read "As at 3rd March 2023, the dry port was still in a poor state".

REPORT OF THE COUNCIL SECRETARY

OC/65/04/23

APPLICATION FOR REMISSION OF PROPERTY RATES BY MALCOM MOFFAT COLLEGE OF EDUCATION

The Council Secretary reported for the consideration of the Council that management was in receipt of an application for remission of property rates by Malcom Moffat College of Education who had stated to be in a poor financial position and that Malcom Moffat College of Education had an outstanding balance of K312, 660.25 with which a payment plan to liquidate the debt had been made.

She further mentioned that the application therefore came in an effort to avert further accumulation of the debt and that the college was billed on an annual amount in rates of K112, 664.1 (K56, 332.05 bi-annually).

She however mentioned that Pursuant to section **(22)** (1) of the Rating Act, *"An occupier may apply to a rating authority for a remission of the whole or any part of the rate payable by the occupier on a rateable property and that the occupier shall state the reasons for which the remission was sought."* Section **22** (5) of the Act further guided that *"A rating authority had the discretion to grant a remission of rates where reasons advanced under subsection (1), were compelling."* And previously, the Council had awarded 25% remission to applicants who had proved deserving.

After due consideration of the matter upon a proposal by Councillor Brighton Matipa Yamba and duly seconded by Councillor Giff Mwandu, it was;

RESOLVED

That the application for the remission of property rates by Malcom Moffat College of Education be **APPROVED.**

OC/66/04/23

PREPARATION OF SERENJE TOWN COUNCIL NEW MAIN VALUATION ROLL

The Council Secretary reported for the consideration of the Council that Management had budgeted to update the Serenje Town Council Main Valuation Roll – 2017 which had since expired and Section 9 (4) of the rating Act provided that *“A rating authority shall, not less than once every five years, or a longer period that the Minister may approve, cause to be prepared a new main roll.”*

She further reported that the new valuation roll would see that all ratable properties in the district, especially Smelters which had not been paying property rates, got captured with current market values thereby increasing revenue for the Council in addition, Management was in receipt of a request from Chitambo Town Council for a joint partnership in the preparation of the New Main Valuation Roll which would see Chitambo Town Council and Serenje Town Council share the costs of this activity and ultimately had all ratable properties in both district captured in the respective Main Valuation Roll.

After due consideration of the matter upon a proposal by Councillor Brighton Matipa Yamba and duly seconded by Councillor Kabwe Thelma, it was;

RESOLVED

- i. That the preparation of Serenje Town Council new Main Valuation Roll be **APPROVED**.
- ii. That the request by Chitambo Town Council for a joint partnership with Serenje Town Council in the preparation of the new main Valuation Roll be **APPROVED**.

OC/67/04/23

APPROVAL OF 2023 LOCAL AUTHORITIES' ESTIMATES OF REVENUE, EXPENDITURE AND CAPITAL BUDGETS

The Council Secretary reported for the information of the Council that Management was in receipt of the letter from

the Permanent Secretary (A) informing the Council that the Minister responsible for Local Government and Rural Development, Hon. Garry Nkombo, MP approved the 2023 budget for Serenje Town Council. Attached to the minutes is the letter as “**APPENDIX 1**”.

The report was thereafter, **NOTED.**

There being no further business to transact, the Chairperson declared the meeting closed at 16:50 hours after the National Anthem was sung and thereafter a closing prayer was given by Mr Kasele Samson the Chaplain.

COUNCIL

CHAIRPERSON.....DATE.....

Skc//

**ACTION TAKEN REPORT FOR THE RESOLUTIONS OF THE SECOND COUNCIL
MEETING HELD ON WEDNESDAY 12TH APRIL, 2023**

MINUTE NO.	HEADING/RESOLUTIONS	ACTION TAKEN	RESPONSIBLE OFFICER
OC/14/12/21	<p>COUNCIL TO VENTURE IN SMALL SCALE MINING UNDER PUBLIC PRIVATE PARTNERSHIP – PPP</p> <p>-Council has obtained consent from ZCCM-IH</p> <p>-Public Private Partnership documents are being worked on.</p>	<p>The Council Secretary to facilitate for a visit to the site by members of the Council within April 2023.</p>	DPO
OC/64/04/23	<p>APPLICATION FOR REMISSION OF PROPERTY RATES BY MALCOM MOFFAT COLLEGE OF EDUCATION</p> <p>RESOLVED</p> <p>That the application for the remission of property rates by Malcom Moffat College of Education be APPROVED.</p>		CS/CT
OC/65/04/23	<p>PREPARATION OF SERENJE TOWN COUNCIL NEW MAIN VALUATION ROLL</p> <p>RESOLVED</p> <p>i. That the preparation of Serenje Town Council new Main Valuation Roll be APPROVED.</p> <p>ii. That the request by Chitambo Town Council for a joint partnership with Serenje Town Council in the preparation of the new main Valuation Roll be APPROVED.</p>	DONE	DPO
HHSS/124/01/23	<p>CHALLENGE OF OFFICE ACCOMMODATION</p> <p>RECOMMENDED</p> <p>That the Construction of the new Office block be APPROVED using the</p>	<p>DONE</p> <p>- Item taken to CDFC for consideration and is part of</p>	DPO

	CDF and should be jointly sponsored by the two Constituencies, Serenje and Muchinga.	the IDP submissions	
HHSS/125/01/23	<p>LACK OF STAFF ACCOMMODATION IN VETERINARY CAMPS</p> <p>RECOMMENDED</p> <p>That the Construction of the Staff accommodation in veterinary camps be CONSIDERED.</p>	<p>DONE</p> <p>- Item considered in the IDP</p>	DPO
HHSS/130/01/23	<p>COMMEMORATIONS OF NATIONAL EVENTS</p> <p>RECOMMENDED</p> <p>That the financial resources for the commemoration of the national events be mobilized through the Council and the District Commissioner's Office.</p>	DONE	DCS
HHSS/132/01/23	<p>REVAMPING OF THE SOCIO ECONOMIC SUB COMMITTEES OF WARD DEVELOPMENT COMMITTEES OF THE DISTRICT</p> <p>RECOMMENDED</p> <p>That the Ward Development Committee (WDC) should identify the group that would work on the cross cutting issues</p>	<p>- A programme has been drawn to facilitate for sensitization of WDC on the revamping of the Socio-Economic Sub Committee</p> <p>- Two WDCs have actualised the programme and have identified two clubs.</p>	DPO
HHSS/137/01/23	<p>TRANSPORT CHALLENGES IN HEALTH SECTOR</p> <p>RECOMMENDED</p> <p>iv. That the procurement of motor</p>		

	<p>bikes to the critical areas through Constituency Development Fund (CDF) be APPROVED.</p> <p>v. That the District Director of Health should indicate to the Planning department through the Council Secretary the critical areas that needed motor bikes</p> <p>vi. That the Community should do the applications for the purchase of the motor bikes</p>	<p>DONE</p> <p>-Item taken to CDC Committee for consideration.</p>	DPO/CT
HHSS/140/01/23	<p>SEIZURE OF FOOD AND COSMETICS</p> <p>RECOMMENDED</p> <p>That there was need to sensitise the shop owners before the penalties were implemented and the department should also consult the Magistrate on the penalty fee to be charged.</p>		SHI
HHSS/143/01/23	<p>WASTE MANAGEMENT</p> <p>RECOMMENDED</p> <p>That the procurement of Skip truck and Skip bins be APPROVED using the Constituency Development Fund (CDF).</p>	<p>DONE</p> <p>-Item taken to CDC Committee for consideration.</p>	CS/DPO
FHR&GP/53/01/23	<p>STAFF PROMOTIONS-LEADING FIRE FIGHTERS</p> <p>RECOMMENDED</p> <p>That the Fire fighters that passed the promotion exam in Leading Fire fighters be APPROVED and the officers be transferred to the other Councils where there were vacancies.</p>	<p>- Submitted to Local Government Service Commission</p>	DCS
PWD&RE/179/02/23	<p>APPLICATION FOR THE CONVERSION OF 250 HECTARES OF LAND IN CHIEF CHIBALE'S CHIEFDOM BY TRUE VINE FARMS LTD</p> <p>RECOMMENDED</p> <p>That the application for the conversion of 250 Hectares of land in</p>	<p>DONE</p>	DPO

	Chief Chibale's Chiefdom by True Vine Farms Limited be APPROVED .		
PWD&RE/180/02/23	<p>APPLICATION FOR THE CONVERSION OF 34.8 HECTARES OF LAND IN CHIEF KABAMBA'S CHIEFDOM BY CENTURY ALLOYS LTD</p> <p>RECOMMENDED</p> <p>That the application for the conversion of 34.8 Hectares of land in Chief Kabamba's Chiefdom by Century Alloys Limited be APPROVED.</p>	DONE	DPO
PWD&RE/181/02/23	<p>APPLICATION FOR THE CONVERSION OF 0.9609 HECTARES OF LAND IN CHIEF KABAMBA'S CHIEFDOM BY FRANCIS MALAMA</p> <p>RECOMMENDED</p> <p>That the application for the conversion 0.9609 Hectares of land from customary tenure to leasehold tenure by Francis Malama in Chief Kabamba's Chiefdom be APPROVED.</p>	DONE	DPO
PWD&RE/182/02/23	<p>APPLICATIONS FOR FRESH MINUTE GENERATION</p> <p>RECOMMENDED</p> <p>That the application for the conversion of land from customary tenure to leasehold tenure by Francis Malama in Chief Kabamba's Chiefdom be APPROVED.</p>	DONE	DPO
PWD&RE/183/02/23	<p>APPLICATION FOR RESIDENTIAL PLOT NORMALISATION</p> <p>RECOMMENDED</p> <p>iii. That the applications for the normalization of land by various applicants in the above table be APPROVED.</p> <p>iv. That the names of applicants without registration numbers be completed by inserting registration numbers before the Council.</p>	DONE	DPO

<p>PWD&RE/184/02/23</p>	<p>APPLICATION FOR ALTERNATIVE PLOT RECOMMENDED</p> <p>RECOMMENDED</p> <p>That the application for Alternative plot be APPROVED subject to numbering of the same plot before the Council meeting.</p>	<p>DONE</p>	<p>DPO</p>
<p>PWD&RE/185/02/23</p>	<p>SUCCESSFUL APPLICANT ON FIRST COME FIRST SERVE BASIS</p> <p>RECOMMENDED</p> <p>That the six (6) successful applicants on first come first serve basis for Farms, Residential and Commercial plots listed above be APPROVED.</p>	<p>DONE</p>	<p>DPO</p>
<p>PWD&RE/186/02/23</p>	<p>APPLICATION FOR AN ALTERNATIVE PLOT RECOMMENDED</p> <p>That the offer of an alternative plot for Mrs. Mary Mubanga be APPROVED.</p>	<p>DONE</p>	<p>DPO</p>
<p>PWD&RE/187/02/23</p>	<p>APPLICATION FOR AN ALTERNATIVE PLOT RECOMMENDED</p> <p>That the application for offer of an Alternative plot by Shiloh Worship Centre be APPROVED.</p>	<p>DONE</p>	<p>DPO</p>
<p>PWD&RE/188/02/23</p>	<p>APPLICATION FOR FRESH DOCUMENTS-STAN/763 BY REGINA KASUKA RECOMMENDED</p> <p>That the application for offer of Fresh minute generation by Stan/763 by Regina Kasuka be DEFERRED to allow the applicant obtain a Police report.</p>	<p>DONE</p>	<p>DPO</p>
<p>PWD&RE/189/02/23</p>	<p>APPLICATION FOR FRESH DOCUMENTS FOR STAND 740 BY SEVENTH DAY ADVENTIST ASSOCIATION RECOMMENDED</p> <p>That the application for offer of Fresh minute generation by Seventh-day Adventist Association for plot number be APPROVED.</p>	<p>DONE</p>	<p>DPO</p>

PWD&RE/190/02/23	<p>RESUMPTION OF SPORTS DAY</p> <p>RECOMMENDED</p> <p>That the proposal by management for the resumption of sports day be APPROVED as recommended.</p>	DONE	DPO
PWD&RE/191/02/23	<p>MARTIN CHIKATE VS SERENJE TOWN COUNCIL 2013/HK/134</p> <p>RECOMMENDED</p> <p>That the recommendations by management on MARTIN CHIKATE vs SERENJE TOWN COUNCIL 2013/HK/134 be APPROVED as recommended.</p>	DONE	DPO
PWD&RE/192/02/23	<p>OMITTED APPLICANT ON THE LIST OF APPLICATION FOR PLOTS IN 2019 ON FIRST COME FIRST SERVE BASIS- CENTER FOR ZERO WASTE IN ZAMBIA</p> <p>RECOMMENDED</p> <p>That the consideration of the omitted plot to Zero Waste Management be APPROVED as recommended.</p>	DONE	DPO
PWD&RE/193/02/23	<p>RE-ENTRY OF UNDEVELOPED PLOTS IN THE TOWNSHIP</p> <p>RECOMMENDED</p> <p>That the re-entering of Plots by the Council in the Township be APPROVED as recommended.</p>	DONE	DPO
PWD&RE/210/02/23	<p>RECOMMENDATION OF A WAIVER FOR THE LAND REGISTRATION FEES FOR ULTRA GREEN COORPORATION ZAMBIA LIMITED</p> <p>RECOMMENDED</p> <p>That the Council Chairperson should go and seek an audience with the Local Government Minister and amicably conclude the matter. However, the step to seek audience with the Minister was not done and that the waiver for the land</p>	DONE	DPO

	registration fees would go on as per the letter from the Minister of Local Government.		
AUD/34/03/23	<p>UNDER COLLECTION OF REVENUE FROM LICENSES</p> <p>RECOMMENDED That management should make sure that the above responses be APPROVED.</p>	DONE	CT
AUD/35/03/23	<p>FAILURE TO COLLECT REVENUE</p> <p>RECOMMENDED That Management should put in place measures to ensure that the above revenue sources were collected and the report over the same be produced during the Council.</p>	DONE	CT
AUD/36/03/23	<p>UNSUPPORTED PAYMENTS</p> <p>RECOMMENDED That Management should ensure that all payments were adequately supported</p>	DONE	CT
AUD/37/03/23	<p>DELAY IN COMPLETION OF 2021 CONSTITUENCY DEVELOPMENT FUND PROJECTS</p> <p>RECOMMENDED That the above recommendations be Approved and management should make sure that the Area Councillors got involved whenever they visited their Wards to check on the projects</p>	DONE	DPO
AUD/38/03/23	<p>LIMITED ACCESS TO NATIONAL HEALTH INSURANCE SCHEME</p> <p>RECOMMENDED That management should vigorously pursue Nhima to reactivate the system and ensure that the medical facilities were easily accessible by employees.</p>	DONE	DCS



SERENJE TOWN COUNCIL

MINUTES OF HEALTH, HOUSING AND SOCIAL SERVICES COMMITTEE MEETING HELD IN THE COMMITTEE ROOM, CIVIC CENTRE, NG'ANSWA ROAD, SERENJE ON FRIDAY 12TH MAY, 2023 AT 09:00 HOURS.

PRESENT

COUNCILLORS:	Mwengwe Bravers	-	Chairperson
	Mukosha Dickson M.	-	Member
	Kabwe Thelma	-	Member
	Mwandu Eddy	-	Member
	Staivious Mulumba	-	Council C/Person (Ex-Officio)
APOLOGIES:	Mumbi Peter	-	Member
	Chieftainess Serenje	-	Member
OFFICERS IN ATTENDANCE:	Milly Muluti	-	Council Secretary
	Muwowo Smart	-	Deputy Council Secretary
	Chewe M. Sarah	-	Chief Administrative Officer
	Mateo Tembo	-	District Fisheries and L/Stock Officer
	Edah Tembo	-	Ag. District Community Development Officer
	Annie Lungu	-	Social Welfare Officer
	Thomas K. Banda	-	District AIDS Coordinating Advisor
	Sylvia Liyoka	-	Health Inspector
	Roy Munkondya	-	Valuation Officer
	Asumani Mwambepa	-	District Health Office
	Oscar Malipenga	-	Public Relations Officer
	Sifuniso R. Musole	-	Assistant Committee Clerk

OTHERS IN

ATTENDANCE: Brighton Yamba - Ibolelo Ward Councillor

PRAYER

Prior to the commencement of the meeting Bravers Mwengwe gave an opening prayer thereafter the meeting was called to order at 10:20 hours.

NOTICE OF MEETING

The Notice of meeting was read by the Deputy Council Secretary, Mr. Smart Muwowo.

APOLOGY FOR ABSENCE

An apology for absence was received from Chieftainess Serenje and Councillor Mumbi Peter.

OPENING REMARKS

The Chairperson welcomed all members present and encouraged them to participate and contribute freely. He further encouraged all departments to work in collaboration in order to develop the district.

REPORT OF DISTRICT SOCIAL WELFARE OFFICER

HHSS/144/05/23 STAFFING

The District Social Welfare Officer reported to the Committee that following the dissolution of the Ministry of Chiefs and Traditional Affairs the department of Social Welfare had received four (4) new Officers in the District, which resulted to the office to having Seven (7) Officers in the District.

The report was thereafter, **NOTED**.

REPORT OF THE DISTRICT COMMUNITY DEVELOPMENT OFFICER

HHSS/145/05/23 STAFFING

The District Community Development Officer reported to the Committee that the department of Community Development had eleven officers as tabulated below:

S/N	NAME OF OFFICER	POSITION	STATION
1.	Gracious Moonga	District Community Development Officer	District Office
2.	Clara Muchengwa	Assistant Community Development Officer	District Office
3.	Edah Tembo	Assistant Community Development Officer	District Office
4.	Maria Banda	Typist	District Office
5.	Tamahano Kaongolo	Driver	District Office
6.	Pearson Simwaka	Security Guard	District Office
7.	Natasha Chikonda	Community Development Assistant	Ibolelo
8.	Jessy Phiri	Community Development Assistant	Mulilima
9.	Mukuka Mulenga	Community Development Assistant	Nchimishi
10.	Dazmata Nyau	General Worker	District Office
11.	Andrew Gondwe	Driver	District Office

The district still required more officers especially Community Development Assistant who are the foot soldiers of the department. Formerly Muchinga constituency only had one officer while Serenje Central had 2 officers. The department required at least 15 Officers to add to the existing 3 Officers.

The report was thereafter, **NOTED**.

HHSS/146/05/23 TRANSPORT

The District Community Development Officer reported to the Committee that the department had one vehicle (Land Cruiser) received under the GEWEL project which the Government of Zambia was implementing with the help of World Bank. However, the department still needed motorbikes especially for extension/ Field officers.

The report was thereafter, **NOTED**.

HHSS/147/05/23 VILLAGE BANK PROGRAMME

The District Community Development Officer reported to the Committee that the department was implementing the 12th Cycle which was expected to complete in August, 2023. The cycle was carrying on board 60 female beneficiaries, 35 under Ibolelo subcenter and 25 under Nchimishi. Each beneficiary received a soft loan of K1,000 which they were required to pay back in the period of six months.

The report was thereafter, **NOTED**.

HHSS/148/05/23 SUPPORTING WOMEN LIVELIHOOD (SWL) PROGRAMME

The District Community Development Officer reported to the Committee that during the quarter under review the Supporting Women's Livelihood component of the GEWEL project paid a total of 433 beneficiaries their first instalment of the productivity grant in the 17 PHASE V CWACs namely Chief Serenje, Chikundwe, Chintankwa A, Chintankwa B, Fitenge, Ibolelo 1,2,3, Town Centre, Kabamba, Kambobe, Kankoso, Kashitu, Mulilima, Mwala, Ndabala and Sote.

The report was thereafter, **NOTED**.

HHSS/149/05/23 FOOD SECURITY PACK PROGRAMME

The District Community Development Officer reported to the Committee that Under the Food Security Pack they had a Recoveries Component that enabled community members to undertake projects using the monies that they paid back after benefitting from the program. Monies for paybacks were deposited in the District Recoveries Account, satellites would access these funds by coming up with a project and submitting a project proposal to the office. Once the proposal met the requirements such projects were funded. Among the requirements were

- The project should be food security inclined
- They should have a project committee in place
- The project should not cost more than what the satellite deposited in the District Recoveries Account
- Minutes for the community meeting held to agree on the project to be implemented
- Bank account or quotations from suppliers

The approved projects included rearing small livestock, Draft Power, Bee keeping, Fish Farming, Gardening or Horticulture, outgrower schemes and Agro shops.

The District Community Development Officer further reported to the Committee that the department had received 13 project proposals from Mulilima, Nchimishi, Mapepala, Musamani, Ng'answa, Teta, Mbaswa, Fitenge, Kashishi, Chibuye Saili, Ibolelo, Milenje and Chibale. By then, the desk appraisals were done and 12 met the requirements, only Chibale did not qualify because their project was not food security inclined.

The next step was for District Food Security Committee to conduct field appraisals and then proceed to fund the projects that would be approved.

The report was thereafter, **NOTED**.

HHSS/150/05/23 NON – FORMAL EDUCATION AND SKILLS TRAINING

The District Community Development Officer reported to the Committee that Non-formal Education and skills training Programme was intended to impart life sustaining skills into vulnerable members of the Community. It was also meant to improve on literacy levels in order to enhance the quality of life for the people. In the quarter that was under review the department managed to mobilize 98 learners from various communities who wanted to learn how to read and write (Shibukeni). This programme was done in collaboration with Ministry of Education.

The report was thereafter, **NOTED**.

REPORT OF THE DISTRICT FISHERIES AND LIVESTOCK COORDINATOR

HHSS/151/05/23 HANDOVER OF CHIBOBO LIVESTOCK SERVICE CENTRE TO LIVESTOCK FARMERS IN CHIBOBO

The District Fisheries and Livestock Coordinator reported to the committee that the Ministry of Fisheries and Livestock in collaboration with the Ministry of Agriculture through the Agriculture Productivity and Market Enhancement Project (APMEP) handed over a Livestock Service Centre to livestock farmers at Chibobo. The Livestock Service Centre comprising a spray race, loading bay, holding facilities and a crush pen was constructed through APMEP. 20 litres of start-up dip was given to the farmers at the Livestock

Service Centre to commence the spraying of cattle there. The construction of the Livestock service centre would help prevent tick-borne diseases in cattle in the area.

The report was thereafter, **NOTED.**

**HHSS/152/05/23 HANDOVER OF 751 LOCAL CHICKENS TO COOPERATIVES
WITHIN SERENJE**

The District Fisheries and Livestock Coordinator reported to the committee that the Ministry of Fisheries and Livestock in collaboration with the Ministry of Agriculture through APMEP also handed over 751 local chickens to livestock farmers within the District. 10 households from each cooperative were given 10 chickens each; that is, 9 hens and 1 cockerel. 9 cooperatives received these local chickens. The chickens were given to the farmers on a pass-on basis where they were expected to handover an equal number of chickens to other households within the cooperatives, and subsequently other cooperatives were also expected to benefit. The cooperatives that benefited were as shown below:

APMEP VILLAGE CHICKEN BENEFITIERIES

NAME OF COOPERATIVE	ETERENARY CAMP	AREA	DISTANCE	CONTACT PERSON	REMARKS
Munte	Serenje Central	Lumpampa	10km	Charles Chisenga	100 chickens
Wapya Cooperative	Serenje Central	Mbaswa	7km	Richard Kunda	100 chickens
Chimupati Cooperative	Serenje Central	Chimupati	25km	Kasupa	100 chickens

Chisebwa Livestock	Chisebwa	Luombwa	50km	Isreal Musonda	50 chickens
Amano Buchingo Livestock Cooperative	Chisebwa	Fitebo	35km		51 chickens
Mutima Youth Cooperative	Chisebwa	Chisebwa	40km		50 chickens
Chibatata Coop	Kamena	Kanyanje	45km	Vella Musonda	100 chickens
Mwansa Chibale Coop	Kamena	Teta	20km	Chairperson	100 chickens
Chunga Cooperative	Kamena	Teta	20km	Chairperson	100 chickens

The report was thereafter, **NOTED.**

HHSS/153/05/23 FISH PRODUCTION IN THE DISTRICT DURING THE FIRST QUARTER OF 2023

The District Fisheries and Livestock Coordinator reported to the committee that the District recorded production of 5.89 tonnes of fish from lake Lusiwasi after the fishing ban was lifted while 1.64 tonnes of fish was produced from aquaculture (various ponds across the District).

The report was thereafter, **NOTED.**

HHSS/154/05/23 THE ZAMBIA AQUACULTURE ENTERPRISE DEVELOPMENT PROJECT (ZAEDP)

The District Fisheries and Livestock Coordinator reported to the committee that 8 farmers under ZAEDP/CEEC who

were funded for pond construction had constructed a total number of 16 fish ponds/2 each and were currently waiting for inputs and operational funds.

Six (6) youth farmers who received all the inputs were then into production.

Fish production in the District had increased from small scale farmers. However, market for bulk buyers had remained a challenge.

The report was thereafter, **NOTED.**

REPORT OF THE DISTRICT AIDS COORDINATION ADVISOR

HHSS/155/05/23 HIV/AIDS/STI/TB/GENDER AND HUMAN RIGHTS PREVENTION

PARTNERS IN THE DISTRICT

The District AIDS Coordination Advisor (DACA) reported to the committee that the district had received a Non-Governmental Organisation, United States Agency for International Development, The Empowered Children and Adolescents Program (USAID ECAP II) with support from The United States President's Emergency Fund for AIDS Relief (PEPFAR) implementing a Five (5)- Year cooperative agreement dubbed USAID ECAP II aimed at improving the resilience and health outcomes among Vulnerable Children and Adolescents (VCA) by ensuring that HIV-positive and at risk vulnerable children and adolescents were healthy, safe, stable and schooled. This was to be done through a VCA comprehensive case management service delivery project at household, health facility and community levels with focus on health, education, social

protection, child protection, livelihood and household socio economic empowerment services. The project's catchment area was Mulilima and urban clinic. The project was ending in 2025.

The report was thereafter, **NOTED**.

**HHSS/156/05/23 CAPITAL PROJECTS HIV/AIDS PREVENTION PROGRAM UNDER
CONSTITUENCY DEVELOPMENT FUND**

The District AIDS Coordination Advisor (DACA) reported to the committee that the district was implementing a number of capital projects through Constituency Development Fund. Where HIV/AIDS, Gender Based Violence, environment degradation and climate change and human rights violation, prevention care and support components were to be adhered to. The contractors (Local or Non-Local) were mandated to provide support resources and services in the project areas and the district. By then the contractors had not in any way shown any support to that cause. The local authority under the DACA Section recommended to see the services be provided by the Project Contractors in the community projects as mandated by the **Statutory Instrument No.119 of 2008** on the National Council for Construction **Act no. 13 of 2003 part 1 section 5 (items 8&9)**.

After consideration of the matter upon a proposal by Councillor Thelma Kabwe duly seconded by Councillor Eddy Mwandu, it was;

RESOLVED TO RECOMMEND THAT

The DACA Section and Procurement Unit should work together to incorporate the component of HIV/AIDS in the contracts as provided for in the **Statutory Instrument No.119 of 2008** on the

National Council for Construction **Act no. 13 of 2003 part 1 section 5 (items 8&9).**

HHSS/157/05/23 HIV AIDS IN CONSTITUENCY DEVELOPMENT FUND

The District AIDS Coordination Advisor (DACA) reported to the committee that the district continued to be burdened by the HIV/AIDS pandemic as seen in the new infections and numbers of people were on treatment. As a preventive, care and support measure, the district needed cooperatives and clubs to take an active part and access the empowerment under CDF empowerment component. Thus far, two HIV/AIDS specific organised groups had benefited in the grants one from **Kabamba Ward** and one from **Ibolelo Ward**. The wards through the Ward Development Committees were encouraged to consider and prioritise projects with components of HIV and AIDS prevention care and support as emphasized in 2022 CDF Guidelines in **Appendix A (1) E (iv &v).**

After consideration of the matter upon a proposal by Councillor Eddy Mwandu duly seconded by Councillor Musonda Dickson M, it was;

RESOLVED TO RECOMMEND THAT

The Ward Development Committees (WDCs) should consider and prioritize projects with components of HIV/AIDS.

REPORT OF THE SENIOR HEALTH INSPECTOR

HHSS/158/05/23 INSPECTION OF PREMISES

The Senior Health Inspector reported to Committee that the section undertook food inspection in the district and the under listed food staffs were seized.

NO.	NAME OF SHOP PREMISES	ARTICLE SEIZED	QUANTITY CONDEMNED	REASON FOR SEIZED
1	Tatas	Ades lotion	5 x 500ml	Expired
		Fanta	1 x 350ml	Expired
		Azam Embe	4 x 300ml	Expired
2	Sims	Ruby papaya	30 x 200g	Expired
		Body Luxe	24 x 200g	Expired
		Hand and Body moisturising	6 x 200g	
		Top clere	4 x100ml	Expired
		Ruby baby	3 x 400g	Expired
3	Kesika	Light up lotion	15 x 200ml	Expired
		Rajah	20 x 50g	Expired
	B and E	Big Tree Curry Powder	8 x50g	Expired
		Biscolata	1 x 22.5g	Expired
4	Rabecca Mumba	Nu fru	24 x 500ml	Expired

In the picture below were Serenje District food staff seized



After a brief deliberation, the Public Health Section was urged to inspect other wards and not to concentrate on town center only during their inspections and include reports from other wards before the Ordinary Council Meeting.

Thereafter, the report on Inspection of Premises was **NOTED.**

HHSS/159/05/23 DOG REGISTRATION AND SENSITIZATION

The Senior Health Inspector reported to Committee that the Public Health Section together with the Ministry of Health conducted a radio programme on 9th March, 2023 to sensitize the general public on dog registration. Further the Public Health Section conducted another sensitization on dog registration from 7th to 8th April, 2023 using a PA system. Residential areas captured in the second sensitization exercise included: Kambobe, Line Messenger, Kamwala, Tazara, Zambia compound, old Ibolelo, Kafina,

Low density, Turnoff, Malcom Moffat and Serenje Boys areas.

However the turnout for dog owners registering their dogs was poor, as a result of this the Public Health Section was asking the committee if dog registration could be extended as the community response towards dog registration had been low. Therefore there was need for the sensitization to be carried out again.

Below was the list of dog owners who registered their dogs

NAME OF DOG OWNER	NUMBER OF DOGS	AMOUNT PAID	RECEIPT NUMBER
Fickson Kawangu	Two	K100=00	00085781
Chanda Chisenga	Two	K100=00	00085371
Chituka Timothy	One	K50=00	00085921
Londe Challens	Three	K150=00	00085991
Makina Veronica	One	K50=00	00087051
Makina Veronica	One	K50=00	00087061
Lizzy kapesa	One	K50=00	00085931

After a lengthy deliberation, the Public Health Section was urged to work hand in hand with the Veterinary Section at the Ministry of Fisheries and Livestock.

After consideration of the matter, upon a proposal by Councillor Eddy Mwandu duly seconded by Councillor Musonda Dickson M, it was;

RESOVED TO RECOMMEND THAT

The Extension of Registration of dogs by two weeks be considered.

HHSS/160/05/23 GRADING AND COMPACTING OF THE DUMPSITE

The Senior Health Inspector reported to Committee that the Ika dumpsite was operating under insanitary conditions, reason being the dumpsite was no longer accessible due to hips of garbage and overgrown vegetation that need to be graded and compacted. That was causing undesignated dumping (Tazara borrow-pits) of all garbage collected in the district. That could cause health and environmental hazards.

After a lengthy deliberation, the Council Chairperson committed himself to lobby for the Muchinga Constituency Grader through the Area Member of Parliament to help grading and compacting of the dumpsite.

HHSS/161/05/23 STREET VENDING

The Senior Health Inspector reported to Committee that the Public Health Section was having challenges to control garbage as well as keeping Serenje Town Clean because of the increase in the number of street vendors. Several undesignated dumping places had been created and it also posed a health risk for communicable diseases as the food sold was being exposed to dust and different microorganisms because of how it was being displayed and there was a big dry tree which poses as a hazard that can cause fatal injuries or loss of life to those that were operating under it if it were to fall. Therefore the section was suggesting for an immediate removal of all street vendors back to the market places which were empty.

After a lengthy deliberation of the matter and upon a proposal by Councillor Eddy Mwandu duly seconded by Councillor Thelma Kabwe, it was;

RESOLVED TO RECOMMEND THAT

The management should have engagements and consultative meetings with all stakeholders before removing all street vendors.

REPORT OF THE DISTRICT HEALTH DIRECTOR

During the period of January to March, 2023, the District Health Office undertook the following activities under various Departments.

Service Delivery included activities in Integrated Child Health and Nutrition, Integrated Reproductive and Maternal Health, Drugs and Medicines, Human Resource, Environmental and Epidemic Control, Health Promotions and M&E.

HHSS/162/05/23 REPRODUCTIVE, MATERNAL, NEWBORN AND CHILD HEALTH SERVICES (RMNCH)

ACTIVITIES

The District Health Director reported for the information of the Committee that during the period under review, the office successfully conducted Polio vaccination Round 4 Campaign and had a coverage of 107.5% (Vaccinated 64,100 out of 59,632 expected) Furthermore, they conducted an onsite mentorship in Obstetric Emergencies responses, long term family planning as well as cancer

screening outreach to facilities that were not providing the service.

CHALLENGES

- They were still struggling in the area of transport especially for referrals of all complicated maternal and perinatal cases. We only had one ambulance against 35 facilities, excluding defense facilities that had their own.
- During the polio vaccination campaign, they had challenges with supervision of the said activity and could not reach all the facilities as there was only one vehicle reliable.
- They still had a challenge to meet their immunization and Antenatal booking before 14 weeks targets. they were at 68% for immunization against 80% and above for fully immunized at 9 month, and 30.1% for Antenatal booking before 14 weeks against 40% and above
- Male involvement at Antenatal booking was still at 25% despite sensitization.

RECOMMENDATIONS

- The office was lobbying for 3 ambulances through CDF so that it could zone the facilities to easy transportation of all complicated referred cases.
- Line Ministries to support when called upon for help with transport during Campaigns.
- Male involvement issue to be addressed at different levels to receive maximum cooperation from fathers in all Maternal Child Health activities.

NUTRITION

OBJECTIVE: To provide nutrition information and services in order to promote and maintain proper nutritional practices, health protection and care.

ACTIVITIES

The District Health Director reported to committee that the department conducted various activities with support from collaborating partners. Amongst these were mentorship and spot checks programmes on Nutrition Assessments and Support provided to malnourished clients in health facilities aimed at improving the health and nutrition status of communities.

The District Health Director further reported that Community Based Volunteers (CBVs) from 10 health facilities were mentored on the need to ensure that Staff and community volunteers take accurate body measurements, proper documentation of client's information including timely reporting. Another important activity implemented during the period under review were the community nutrition triggering sessions on formation of Scaling Up Nutrition Mother Support Groups This program aimed at raising awareness on the problem of stunting in the respective community. They also participated in radio programs in order to increase awareness and access to Maternal, Infant and Young Child Nutrition services.

Lastly, data review meetings were also held in order to evaluate the effectiveness of various interventions put in place.

CHALLENGES

- Inadequate Anthropometric equipment in most health centres
- Inconsistent supply of nutrition commodities
- Inadequate transport to facilitate Outreach programmes

- Inadequate funds to conduct comprehensive trainings in nutrition programs and few partner support during Child Health Week activities

RECOMMENDATIONS

- Plan and lobby for Anthropometric equipment and nutrition commodities
- Health centres to continue encouraging mothers to join mother support groups within their communities
- Engage/ lobby from partners to support the district in terms of transport, funds to enable them effectively conduct those activities

Thereafter, the report on Reproductive, Maternal, New-born and Child Health Services (RMNCH) was **NOTED**.

HHSS/163/05/23 PHARMACY

The District Health Director reported for the information of the Committee that the District Health Office received drugs from Zambia Medicines and Medical Supplies Agency, ZAMMSA 2 times during the 1st quarter of 2023. In January and March 2023, most commodities received were Antibiotics, Antihistamines, Antihypertensives, Coartems, Medical and supplies, ARVs and COVID-19 coveralls. The March fill rate for Essential medicines was 70%. Fill rate for ARVs was at 100 %. During the same period the District was able to procure drugs and medical supplies on a monthly basis from its monthly grant to supplement on what ZAMMSA supplies. The overall essential medicines availability at the end of 1st quarter 2023 stood at about 83 % based on the medicines tracer list. However, it was noted that in spite of the improved fill rate at the end of March 2023, the quantities of the drugs delivered by ZAMMSA were not adequate to last more

than a month. The drugs were distributed to all facilities by 02/05/2023.

The District Drugs situation:

Availability:

ARVs: 100% all facilities

TB Drugs: 100%

Antimalarial: 100%

Antibiotics: 20% stocked out especially paediatric formulations i.e. syrups and suspensions.

Analgesics: 10%. Most facilities were adequately stocked with paracetamol tab, brufen tab, Aspirin and diclofenac injection.

Antihypertensive: 100%. .

Antidiabetics: 100%. Insulin was available during the period under review,

Medical Supplies: 76%. DHO could procure some of the commodities but were always in few quantities due to inadequate resources and these could only last for about.

Overall: Drug Availability was 83 % at the end of April 2023. This percentage was based on the medicines tracer list.

CHALLENGES

- The district grant was not adequate to effectively supplement on the drugs centrally sourced from ZAMMSA.
- Storage space was not adequate in facilities with the increased number of ART client and the need to dispensed drugs for longer period of time using DSD models required more storage spaces.
- Transportation of drugs was still a challenge. The department needed dedicated transport to adequately distribute and monitor drug usage in facilities.

Thereafter, the report on Pharmacy was **NOTED**.

HHSS/164/05/23 HUMAN RESOURCE

The District Health Director reported for the information of the Committee that, for continued improvement of Human Resource Management in the district facilities, the 96 newly recruited health workers reported and were deployed across the district facilities.

All the 96 staffs that reported were placed on the payroll and were getting their salaries.

CHALLENGES

- Inadequate midwives and general workers amongst many others.
- Inadequate staff accommodation in the Rural Health facilities

RECOMMENDATIONS

- They were therefore requesting that; more positions for midwives be created in the next recruitment.
- Staff house be constructed using CDF.

Thereafter, the report on Human Resource was **NOTED**.

HHSS/165/05/23 INFRASTRUCTURE DEVELOPMENT AND ENVIRONMENTAL ISSUES

The District Health Director reported for the information of the Committee that the office managed to Construct Kabansa Rural Health Centre with support from Hope ministries and American Friends. The works were at 80% of construction.

Facility still needed support from Local Authority and District Administration for it to be fully functional

Summary of Projects Table

NAME OF HEALTH FACILITY	NATURE OF WORKS	STATUS OF COMPLETION	SOURCE OF FUNDS
Chief Serenje Health post	-Waste management scheme -Maternity Annex	95% Completed	CDF
Kofi Kunda HP	-Renovation of staff house and Health post -Maternity Annex -Solar powered water scheme	80%	CDF
Fikondo HP	-Need to put up a VIP Latrines for staff houses and health post -Need for Maternity annex -Solar powered water Scheme	80%	CDF
Kapeshi HP	-Renovation of staff house and health post -waste management facility -Maternity Annex -solar powered water scheme	80%	CDF
Mulembo HP	-Maternity Annex -waste management scheme	80%	CDF

	Solar powered water scheme Power connection		
--	--	--	--

He also reported to the committee that CDF funded projects were progressing well.

He further reported to the Committee that after the training in new guidelines, Neighborhood Health Committees in 35 health Facilities were monitored to enhance community involvement and engagement. Furthermore, together with stakeholders, the Epidemic preparedness meeting in preparation of outbreaks and Covid-19 was conducted. Routine keep Serenje clean and community sensitization with the Council and other stakeholders was also done.

The office collected 5 water samples and conducted water analysis to monitor the quality of water being consumed, of which 1 was tap water, 3 borehole and 1 from protected wells. After, the analysis only 1 sample indicated contamination and necessary mitigation was instituted.

CHALLENGES

- Inadequate transport to monitor and carry out environmental action points in facilities especially the general maintenance works and solid waste management

RECOMMENDATIONS

- To lobby for transport from stakeholders and the Provincial Health Office

Thereafter, the report on Infrastructure Development and Environmental Issues was **NOTED**.

HHSS/166/05/23 DISEASE SURVEILLANCE AND RESPONSE REPORT

UPDATE ON NOTIFIABLE DISEASES

- Dog bites: 118
- Diarrhoea non blood: 3,956
- Confirmed malaria: 29,997

- Malaria hot spots:(responsive IRS areas)

1. Musamani Health Post
2. Kanona Health Post
3. Kabamba Health Post
4. College Clinic
5. Lumpampa Health Post
6. Chibobo Health Post
7. Ndabala Health Post
8. Nchimishi Health Center
9. Kaseba Health Post

10 Kashishi Health Post

COVID -19 UPDATE January TO March, 2023

- COVID-19 CASES
- COVID-19 TESTING

PARAMETER	NUMBER
Number of samples collected using RDTS	954
Number of samples collected using PCR	37
District reporting rate	100%
Number of COVID-19 positive cases	49
Number of HCWS/Staff tested positive for COVID-19	1
Positivity Rate	5.1%
Current active cases	3
Cumulative number of confirmed cases	1780
Total number of positive contacts	2
Cumulative number of positive contacts	62

Hot spots in the District:

CHALLENGES

- High refusal rate by the clients to be swabbed and vaccinated
- Myths and Misconceptions by the community on Covid-19 issues
- Transport

RECOMMENDATIONS

- To continue sensitizing the community on the importance of vaccination and testing for Covid-19

Thereafter, Disease Surveillance and Response Report was

NOTED.

HHSS/167/05/23 MALARIA

ACTIVITIES

The District Health Director reported for the information of the Committee that the 2023 Responsive IRS programme started on 08/05/2023 to 20/05/2023 and the district was targeting to spray 13,098 structures in the hot spot areas.

He also reported to the committee that the district also received Long Lasting Insecticide Nets for routine distributing to the pregnant women and children under the age of one (1). Distribution to the health facilities was immediately conducted for onward distribution to the target population. The activity was ongoing in all health facilities in the district.

CHALLENGES

- Refusal by households to have their houses sprayed especially the township areas
- Delayed delivery of IRS chemicals resulting in delayed completion of IRS activities.

Thereafter, the report on Malaria was **NOTED.**

HHSS/168/05/23 HIV/AIDS-ANTI RETROVIRAL THERAPY AND VOLUNTARY MEDICAL MALE

CIRCUMCISION

OBJECTIVE: Improve treatment & prevention outcomes in HIV Management.

The District Health Director reported for the information of the Committee that the HIV testing services (HTS) was carried out in the first quarter of 2023. The statistics showed that; 6,498 people were tested for HIV from which 285 tested HIV positive, translating into a 4.4% positivity yield. And all the clients that tested positive to HIV were initiated on Anti-retroviral therapy (ART).

He further reported to the committee that the District Health Office had equally continued providing VMMC service as a way of reducing the Men's chances of getting other infections such as STIs and protection against penile cancer in men, vulvar and cervical cancers women. In terms of Voluntary Medical Male Circumcision (VMMC), He mentioned to the committee that VMMC provision was ongoing & during the quarter under review 543 MCs were performed on eligible males in the district.

Other activities undertaken included index testing, follow-up of recipients of care (ROCs) who interrupted in treatment (IITs), follow-up of HIV exposed infants (HEIs), adherence counselling, enhanced adherence counselling (EAC), condom distribution, initiation of ROCs on TB prevention therapy (TPT) and health education (both at facilities & through radio talk-shows).

CHALLENGES

- Inadequate transport to follow-up of IITs from far areas & conduct mobile VMMC services.
- Very few staff trained in ART & VMMC services

RECOMMENDATIONS

- Lobby for/purchase a vehicle to improve transport situation for carrying out community based activities.
- Train more staff in ART & VMMC services.

Thereafter, the report on Hiv/Aids-Anti Retroviral Therapy and Voluntary Medical Male Circumcision was **NOTED**.

ACTIVITIES

Participated in the round Nopv R2 campaign: The District Health Director reported to the Committee that the M&E department compiled daily reports that were submitted by the 35 facilities that participated in this particular round for onward submission to PHO and MOH Headquarters. Further, He also reported that the District managed to reach target of 107.5% under-fives. A total of 64,100 under-fives were immunized in round 2 of 2023 out of 59,632 target population for that period.

He further reported that daily performance review meetings were also held at both District and Provincial level.

CHALLENGES

- Inadequate resources to carry out planned activities such as Data Quality Audits, TSS, and support facility review meetings.

RECOMMENDATIONS

- Lobby for support from PHO/Partners

Thereafter, the report on Information Systems/M&E was **NOTED**.

HHSS/170/05/23 HEALTH PROMOTION

HEALTH PROMOTION ACTIVITIES

The District Health Director reported to the Committee that the District Health Office had continued to conduct Health Promotional activities on various health related topics such as Gender based Violence (GBV), maternal and Child Health services, Dental, Mental, Malaria, Adolescent Health Services, Cervical Cancer TB, HIV and Covid-19 vaccination through Radio programs, Public Address, Drama performance,

Advocacy and Community meetings with support from partners. The district managed to engage radio station and successfully conducted different health program on different health issues.

S/N	ACTIVITIES	NUMBER OF SESSIONS	TARGET AUDIENCE	COMMENT
1	Radio discussion	4	Serenje Residents	Topics : TB, Cancer, Safe water and Sanitation ,Family Planning Malaria, Covid 19 , Child Health and Food safety
2	Sensitization of frontline workers on COVID19 /COVID Vaccine	1	Health Workers	120 Health staff oriented on the guidelines
3	Sensitization at bus stations ON COVID19/ COVID19 vaccine	1	Drivers , Bus conductors	
4	School sensitizations	2	School mangers and pupils	5 were reached

CHALLENGES

- Inadequate IEC materials
- Inadequate transport to monitor and carry out health promotion activities.

Thereafter, the report on Health Promotion was **NOTED**.

There being no any other business to transact the Chairperson thanked all for attending the meeting and closing prayer was given by Mr Thomas Kambula Banda. The meeting was declared closed at 13:20 hours.

COMMITTEE

CHAIRPERSON.....**SIGN**.....



SERENJE TOWN COUNCIL

MINUTES OF THE PLANS, WORKS, DEVELOPMENT AND REAL ESTATES COMMITTEE MEETING HELD IN THE COMMITTEE ROOM, ALONG NG'ANSWA ROAD, SERENJE ON THURSDAY 29TH JUNE, 2023 AT 09:00 HOURS

PRESENT

COUNCILLORS:	Mukosha Emmanuel	-	Chairperson
	Francis Katoma	-	Member
	Mwiinga Hamalabbi	-	Member
	Boyd Ngoma (Chief Kabamba)-	-	Member
	Thomas Phiri	-	Member
	Douglas Free Jones Sigauke	-	Ex-Officio
	Staivious Mulumba	-	Ex-Officio
APOLOGIES :	Mwandu Giff	-	Member
IN ATTENDANCE:	Milly Muluti	-	Council Secretary
	Martin Sikanyika	-	Council Treasurer
	Mafita Mtonga	-	Director of Works
	Collins Chella	-	Procurement Officer
	Sarah M. Chewe	-	Chief Admin. Officer
	Soft Tembo	-	Town Planner
	Roy Munkondya	-	Valuation Officer
	Kelvin Chilufya	-	Assistant Internal Auditor
	Donald Mwaba	-	Senior Agricultural Officer
	Chibuye Paul Lee	-	District Forestry Officer
	Prince Mweemba	-	District Water Development Officer
	Ruth Kavwala	-	Acting Admin Officer

- Oscar Malipenga - Public Relations Officer
- Sifuniso R. Musole - Assistant Committee Clerk

OPENING PRAYER

The opening prayer was given by Mr. Chibuye Paul Lee at 11:05 hours.

NOTICE OF MEETING

The notice convening the meeting was read by Mr Soft Tembo – Town Planner and the meeting was called to order at 11:06 hours.

CHAIRPERSON'S REMARKS

The Chairperson welcomed everyone to the meeting and apologized for starting the meeting late. He further welcomed Councillor Thomas Phiri – Muchinda Ward Councillor to the Plans, Works Development and Real Estates Committee.

REPORT OF THE DISTRICT PLANNING OFFICER

PWD&RE/211/06/23 APPLICATION FOR NORMALIZATION OF L/MUNTE/18 SITUATED IN MUNTE FARM BLOCK – MWANJELEKA NDALAMA

The District Planning Officer reported for consideration of the Committee that management was in receipt of an application for the normalization of land situated in Munte Farm block by Mwanjaleka Ndalama. The applicant was the only surviving son to the late Elizabeth Mwale Ndalama who passed away in 2007. After her demise, the administration of all estates were granted to Mwiinga Ndalama who applied for change of record in 2017 but unfortunately died before completing the land acquisition process. Following her demise in, the

administration of estates was granted to Mwanjeleka Ndalama who had since applied for the normalization of the farm land to enable him obtain ownership documents.

The applicant was invited to appear before the Committee.

After a brief discussion, upon a proposal by Councillor Francis Katoma and duly seconded by Councillor Mwiinga Hamalabbi, it was;

RESOLVED TO RECOMMEND

That the application for normalization of L/Munte/18 situated in Munte Farm Block by Mr Mwanjeleka Ndalama be **APPROVED**.

PWD&RE/212/06/23 APPLICATION FOR THE CONVERSION OF 500 HECTARES OF LAND IN CHIEF CHIBALE'S CHIEFDOM BY THERESA NJAKAYAKA

The District Planning Officer reported for consideration of the Committee that management was in receipt of an application for the conversion of 500 hectares of land from customary tenure to leasehold tenure by Theresa Njakayaka of NRC number 459850/11/1 in Chief Chibale's Chiefdom. The land in question was to be used for Agriculture.

The applicant was invited to appear before the Committee.

After a brief discussion, upon a proposal by Councillor Chief Kabamba and duly seconded by Councillor Francis Katoma, it was;

RESOLVED TO RECOMMEND

1. That the application for the conversion of 250 Hectares of land in Chief Chibale's Chiefdom by Theresa Njakayaka be **APPROVED**.

2. That the excess land be submitted to the Commissioner of Lands for onward approval.

PWD&RE/213/06/23 APPLICATION FOR THE CONVERSION OF 1 HECTARE OF LAND IN CHIEF KABAMBA'S CHIEFDOM BY OXYGEN GAS MANUFACTURING

The District Planning Officer reported for consideration of the Committee that management was in receipt of an application for the conversion of 1 hectare of land from customary tenure to leasehold tenure by Oxygen Gas Manufacturing in Chief Kabamba's Chieftom. The land in question is to be used as a light industry.

The applicant was invited to appear before the Committee.

The Committee wanted to know what mitigation measures the company intended to put in place knowing that the light industry can be hazardous in nature.

In response, the applicant assured the Committee that the Company would put into all environmental precautions that may be required.

After a brief discussion, upon a proposal by Chief Kabamba and duly seconded by Councillor Francis, it was;

RESOLVED TO RECOMMEND

1. That the application for the conversion of 1 hectare of land in chief kabamba's chieftom by Oxygen Gas Manufacturing be **REFERRED** back to management.
 -
2. The applicant was advised to re-engage His Royal Highness Chief Kabamba for further discussions
 -
3. The applicant was advised to the Forestry Department for further guidance in environmental matters.

PWD&RE/214/06/23 APPLICATION FOR THE CONVERSION OF 1.3 HECTARES OF LAND IN CHIEF KABAMBAS CHIEFDOM BY VOLKOV INFRA LIMITED

The District Planning Officer reported for consideration of the Committee that management was in receipt of an application for the conversion of 1.3 hectare of land from customary tenure to leasehold tenure by Volkov Infra Limited in Chief Kabamba's Chieftdom. The land in question was to be used as a light industry.

The applicant was invited to appear before the Committee.

The Committee wanted to know what exactly the applicant intended to use the land in question for.

In response, the applicant told the Committee that they intended to use the land for Welding Rods, Construct a Lodge and Restaurant.

After a brief discussion, upon a proposal by Chief Kabamba and duly seconded by Councillor Francis, it was;

RESOLVED TO RECOMMEND

1. That the application for the conversion of 1.3 hectares of land in chief kabamba's Chieftdom by Volkov Infra Limited be **REFERRED** back to management.
-
2. The applicant was advised to re-engage His Royal Highness Chief Kabamba for further discussions
-
3. The applicant was advised to the Forestry Department for further guidance in environmental matters.

PWD&RE/215/06/23 APPLICATION FOR FRESH MINUTE GENERATION FROM JACQUELINE CHISELA NONDE

The District Planning Officer reported for consideration of the Committee that management was in receipt of an application for fresh minute generation from Jacqueline Chisela Nonde of NRC number 215967/42/1 the owner of plot SER/2153. The applicant was allocated the plot in 2011 and paid all the Council fees in 2012. Management has been unable to tress the list on which the applicant was approved and could not process her documents further. Attached are the support documents for your reference

The applicant was invited to appear before the Committee but did not appear.

After a brief discussion upon a proposal by Councillor and duly seconded by, it was;

RESOLVED TO RECOMMEND

That the application for Fresh Minute Generation from Jacqueline Chisela Nonde be **REFERRED BACK** to management.

PWD&RE/216/06/23 REQUEST FOR CANCELLATION OF OFFER LETTER

The District Planning Officer reported for consideration of the Committee that management was in receipt of a request from Mr. Robert Mweemba to facilitate for the Cancellation of the offer which was issued to him under Plot Number SER/1250 and not Plot Number SER/1256 which is the actual plot number on the layout plan.

Following the submission of the letter, an assessment was undertaken and it was established that Mr. Robert Mweemba was on Plot Number SER/1256 and had developed the same property and stayed on the same property.

Following the inspection undertaken and the establishment that he was issued an offer letter with a wrong plot number, we wish to recommend that the matter be forwarded to the office of the Commissioner of Lands for Cancellation of the old offer and issuance of a

new offer letter with the actual property number as presented on the Layout plan.

After a brief discussion, upon a proposal by Councillor Francis Katoma and duly seconded by Chief Kabamba, it was;

RESOLVED TO RECOMMEND

That the request for cancellation of offer letter be **APPROVED**.

PWD&RE/217/06/23 PROPOSED RE-PLANNING OF PLOT NUMBER SER/2447 FOR MR. GEORGE NKHATA

The District Planning Officer reported for consideration of the Committee that following the assessment of plot number SER/2447 situated in town center, it was established that there had been a change on the ground as it was found that one of the old shops for Mr. George Nkhata was built on the road reserve. The closure of the road reserve resulted to the opening up a new road on the other side within his plot and the public has been using the same from the time there was a shift on the ground.

Due to the modifications that have taken place on the ground, it was imperative that plot SER/2447 should be re-planned so as to adopt what was on the ground and to control the prevailing situation.

The Committee urged management to sensitize the public on the procedures to follow before building and to do ground works to avoid such problems.

After a brief discussion, upon a proposal by Chief Kabamba and duly seconded by Councillor Francis Katoma, it was;

RESOLVED TO RECOMMEND

That the proposed Re-Planning of plot number SER/2447 for Mr. George Nkhata be **APPROVED**.

PWD&RE/218/06/23 CONSIDERATION OF AN ALTERNATIVE RESIDENTIAL PLOT TO MR. MUNTHALI NICHOLAS

The District Planning Officer reported for consideration of the Committee that management was in receipt of a letter for an alternative plot to be allocated to Mr. Nicholas Munthali following the establishment that there was case of double allocation that had transpired resulting to allocating a plot which was on offer from Ministry of Lands. The assessment undertaken established that despite plot number SER/542 being on offer to Mr. Munthali Nicholas the developer on the ground only had the Council documents.

In an effort to resolve the matter, an alternative property was identified and Mr. Muntali agreed to be allocated the same as his replacement. The item was presented to the committee for consideration so as to enable management write to the office of the Commissioner of Lands for issuance of a new offer to Mr. Nicholas Munthali.

After a lengthy discussion upon a proposal by Chief Kabamba and duly seconded by Councillor Mwiinga Hamalabbi, it was;

RESOLVED TO RECOMMEND

That the Consideration of an Alternative Residential Plot to Mr. Munthali Nicholas be **APPROVED.**

PWD&RE/219/06/23 APPLICATION FOR FRESH MINUTE GENERATION - APOSTOLIC FAITH MISSION OF PORTLAND OREGON ZAMBIA

The District Planning Officer reported for consideration of the Committee that management was in receipt of an application for fresh minute generation from Apostolic Faith Mission of Portland Oregon Zambia. The Initial application for the institution was approved in 2014 under item number PWDSS/72/05/14 and they were allocated Plot Number 600. From the time they were

allocated the plot, they never processed ownership documents. When the office begun processing documents for recommendation, the Ordinary Council minute under which the application was adopted could not be traced. As a result, the item was been brought to the committee for fresh minute generation.

After a brief discussion, upon a proposal by Councillor Francis Katoma and duly seconded by Councillor Mwiinga Hamalabbi, it was;

RESOLVED TO RECOMMEND

That the Application for Fresh Minute Generation by the Apostolic Faith Mission of Portland Oregon Zambia be **APPROVED**.

PWD&RE/220/06/23 APPLICATION FOR PLOT NORMALISATION

The District Planning Officer reported for consideration of the Committee that management was in receipt of applications from members of the community for plot normalization as presented on the table below.

The applicants were invited to appear before the Committee.

S/N	APPLICANT	PLOT#	NRC	USE	STATUS
1	Moses Chisenga	SER/3659	171480/12/1	Residential	Developed
2	Bernard Musaka	SER/3472	385007/11/1	Residential	Foundation
3	Nelson Chembo	SER/1604	177230/16/1	Residential	Developed
4	Hellen Nkhoma	SER/1538	226370/16/1	Residential	Developed
5	Loveness Manunshi	SER/3030	172922/16/1	Residential	Complete House
6	Petronela Chishale	SEREN/LN-81647/91	171732/10/1	Residential	Foundation

After a brief discussion, upon a proposal by Councillor Francis Katoma and duly seconded by Chief Kabamba, it was;

RESOLVED TO RECOMMEND

That the Application for Plot Normalization by the following that appeared before the committee be **APPROVED**.

S/N	APPLICANT	PLOT#	NRC	USE	STATUS
1	Bernard Musaka	SER/3472	385007/11/1	Residential	Foundation
2	Nelson Chembo	SER/1604	177230/16/1	Residential	Developed
3	Hellen Nkhoma	SER/1538	226370/16/1	Residential	Developed
4	Loveness Manunshi	SER/3030	172922/16/1	Residential	Complete House

PWD&RE/221/06/23 NORMALISATION OF PLOTS THAT CAN NOT BE FOUND IN THE SYSTEM

The District Planning Officer reported for consideration of the Committee that some old properties which were allocated to members of the community could not be traced in the new system at Ministry of Lands and so they needed to facilitate for new numbers to allow them process under the new system for Ministry of Lands.

NO.	NAME	NRC	AFFECTED PLOT NO.	USE
1	Esther Namukanga	210020/66/1	F/10950	Farm
2	Tabernacle of Grace Ministry	N/A	SER/1659	Place of worship
3	Harry Silungwe	189333/47/1	SERE/3696	Residential
4	Haggai Silungwe	347143/17/1	SERE/3695	Residential
5	Thabo Mwitumwa	354431/65/1	SER/3669	Residential
6	Kayeka Mulenga	476610/16/1	SER/3676	Residential
7	Burton Kalunga & Precious M. Kafalaza	390916/61/1 & 291181/10/1	SER/3668	Residential
8	Mwendalubi N. Hamusankwa	325818/10/1	SER/3681	Commercial
9	Mike Simukoko	198541/12/1	SER/3677	Residential
10	Kelvin Simwanza	110093/95/1	SER/3677	Residential
11	Annie Ngoma	486164/52/1	SER/3678	Residential
12	Peter Sinyangwe	259531/12/1	SER/3680	Residential
13	Ethel Kalumba Kaluba	208410/71/1	SH/SERE/17B	Farm

The files were handed over to Ministry of Lands for further assessment and if it would be determined that they were renumbered then management would engage the property owners further.

After a brief discussion, upon a proposal by Councillor Francis Katoma and duly seconded by Councillor Mwiinga Hamalabbi, it was;

RESOLVED TO RECOMMEND

That the Normalization of Plots that could not be found in the System be **APPROVED**.

PWD&RE/222/06/23 APPLICATION FOR THE NORMALIZATION OF FARM L/MUNTE/1

The District Planning Officer reported for consideration of the Committee that management was in receipt of an application from Mr. Chifwela Jonah of NRC number 101047/63/1. He acquired the farm in 2004 and had been trying to process documents since 2005 when he first applied for processing of documents. The applicant needed to complete the land acquisition process and had since applied to complete the process.

The applicant was invited to appear before the committee.

After a brief discussion, upon a proposal by Councillor Francis Katoma and duly seconded by Chief Kabamba, it was;

RESOLVED TO RECOMMEND

That the Application for the normalization of Farm L/Munte/1 be **APPROVED**.

PWD&RE/223/06/23 COMPLETION OF THE SERENJE DISTRICT INTEGRATED DEVELOPMENT PLAN - IDP

The District Planning Officer reported for consideration of the Committee that the IDP team had completed the

preparation of the Serenje district Integrated development plan and had submitted the draft document for review to the Province.

Following the preparation of the final draft document, management requested that the document be availed to the public for the final review and comments before it was adopted by the Council.

The Committee commended management for the job well done during the preparation of the Integrated Development Plan.

Upon a proposal by Councillor Francis Katoma and duly seconded by Councillor Mwiinga Hamalabbi, it was;

RESOLVED TO RECOMMEND

That the report on the completion of the Serenje District Integrated Development Plan - IDP be **APPROVED**.

PWD&RE/224/06/23 STATUS REPORT ON CDF

MUCHINGA CONSTITUENCY: SECONDARY BOARDING SCHOOL BURSARIES

Management informed the committee that a total of One Hundred and Sixty (160) pupils from Muchinga Constituency were approved for secondary boarding school bursary sponsorship for the year 2023 amounting to Four Hundred Eighty Six Thousand Kwacha (**K 486,000.00**).

MUCHINGA CONSTITUENCY: SKILLS TRAINING

Management further informed the committee that it received applications from members of the community on skills development bursaries, the CDF committee recommended for approval a total of One Hundred Fifteen (115) applicants of amounting to One Million, Three Hundred and Twelve Thousand One Hundred Forty Kwacha (**K 1,312,140.00**).

MUCHINGA CONSTITUENCY: LOANS AND GRANTS

Following the assessment of all the applications received, the CDF committee selected a total of Twenty-One (21) applications for submission to the Financial Institution (Atlasmara) for further assessment. Loans allocation for 2022 allocation amounts to Three Million Two Hundred Twenty Seven Thousand Seven Hundred Eighty Four Kwacha Eighty Five Ngwee **(K3,227,784.85)**.

Management further informed the committee that out of the 172 applications received for Women and Youth Empowerment Grant for the year 2023 CDF allocation valued at Six Million Seven Hundred Eighty One Thousand Nine Hundred Forty three Kwacha (K6,781,943.00). The CDF committee recommended a total of 132 applications amounting to Two Million One Hundred Fifty One Thousand Eight Hundred Fifty Six Kwacha Fifty-Five Ngwee **(K 2,151,856.55)**.

SERENJE CENTRAL CONSTITUENCY: SECONDARY BOARDING SCHOOL BURSARIES

Management informed the committee that One Hundred Twenty-Two (122) pupils were approved for secondary boarding school bursary sponsorship for the year 2023 amounting to Three Hundred Ninety Three Thousand Two Hundred Seventy Kwacha **K 393,270.00** for the whole year.

SERENJE CENTRAL CONSTITUENCY: SKILLS TRAINING

Management further informed the committee that from the total applications received from members of the community on skills development bursaries, the CDF committee recommended for approval a total of Five Twenty Three (523) applicants amounting to Four Million Six Hundred Fifty Eight Thousand Three Hundred Three Kwacha **(K 4,658,303.00)** for the whole year.

SERENJE CENTRAL CONSTITUENCY: LOANS AND GRANTS

Following the assessment of all the applications received, the CDF committee submitted Twenty One (21) applications to the Financial Institution (INDO Zambia Bank) valued at Two Million Nine Hundred Thirty Four Thousand Three Hundred Forty Nine Kwacha Eighty Four Ngwee **(K 2, 934,349.84.)**. After the bank's scrutiny the files were handed back to CDC Committee and had since been submitted to the Province for approval. Management further informed the committee that One Hundred Thirty Three (133) applicants worth Two Million One Hundred Fifty Thousand Eight Hundred Kwacha **(K 2, 150,800.00)** were approved. In addition 54 applications at a cost of K 293, 000.00 were approved to be financed under 2022 Grants during second quarter of 2023.

Thereafter, The report on the status report on CDF was **NOTED**.

REPORT OF THE DIRECTOR OF WORKS

PWD&RE/225/06/23 CONSTRUCTION OF TWO CROSSING BRIDGES UNDER RURAL INFRASTRUCTURE DEVELOPMENT

The Director of Works reported for the information of the Committee that the Ministry of Local Government and Rural Development funded Serenje Town Council for the construction of two bridges namely Kababa Bridge in Serenje Ward of Muchinga Constituency and Mpemba Bridge in Muchinda Ward of Serenje Central. To that effect, K2 million had been received towards the construction of the bridges. The projects were at procurement stage and the site visits was already done.

Thereafter, the report on the Construction of two crossing bridges under Rural Infrastructure Development was **NOTED**.

PWD&RE/226/06/23 2022 CONSTITUENCY DEVELOPMENT FUND PROJECT UPDATE

The Director of Works reported for the information of the committee that management was implementing the 2022 constituency Development Fund Project. Some projects had been completed, others works were ongoing and the rest were at awarding stage. The table attached as appendix 'A' gave the list of projects and current status for each constituency.

Thereafter, the report on the 2022 Constituency Development Fund Project Update was **NOTED**.

PWD&RE/227/06/23 2023 APPROVED CONSTITUENCY DEVELOPMENT FUND PROJECTS

The Director of Works reported for the information of the committee that the provincial Permanent Secretary had approved the projects for 2023 CDF and were ready to start the procurement process. The table attached as appendix 'B' gave the list of projects approved for each constituency.

Thereafter, the report on the 2023 Approved Constituency Development Fund Projects was **NOTED**.

PWD&RE/228/06/23 FIRE BRIGADE REPORT

The Director of Works reported for the information of the Committee that during the period under review that was 1st March 2023 to then, the fire brigade turned out to different incidents with the District. The Table below gave the nature of incidents that occurred.

INCIDENTS	TOTAL OCCURRENCE	No. OF OCCURENCE	SCENE REMARK	TURN OUT REMARK	LOCATION
Fires	10	10	09 Non-fatal 01 fatal	Turned out	Various locations

Drowning Cases	03	03	Fatal	Turned Out	Chitambo District Lupiya ward Turn off
RTA	11	11	Fatal 03, non-fatal 08	Turned out	Along great North road and various locations
Special services	66	66	Non fatal -	Turned out	Various locations

Establishment

- During the period under review, the establishment of the Fire Brigade was at 29 Officers.

Training

- During the period under review, no training was undertaken.

Fleet

- During the period under review the fire brigade had
 1. 1 Scania Fire Truck – Runner
 2. 1 Isuzu light pump – Non-Runner (was yet to be serviced spares were at procurement stage)

Thereafter, the Fire Brigade Report was **NOTED**.

REPORT OF THE DISTRICT WATER DEVELOPMENT OFFICER

PWD&RE/229/06/23 BOREHOLE ASSESSMENTS IN NANSANGA FARM BLOCK

The District Water Development Officer reported for the information of the committee that in March, 2023, the department working with the Ministry of Agriculture carried out an assessment of boreholes in Nansanga farm block. A total of 49 boreholes were assessed; 37 boreholes were

assessed in the farm block and 12 boreholes in Kampumbu resettlement were assessed.

The assessment findings showed that out of all the assessed boreholes, only 7 boreholes were functional in the farm block and 4 of the assessed boreholes in Kampumbu resettlement were functional. Ministry of Agriculture through the Nansanga Farm block development program committed itself to rehabilitate all the non-functional boreholes in the farm block in phases. These boreholes once rehabilitated would help to cushion the water challenges in the farm block.

Thereafter, the Report on Borehole Assessments in Nansanga Farm Block was **NOTED**.

PWD&RE/230/06/23 GEOPHYSICAL SURVEY (BOREHOLE SITING) OF 15 BOREHOLES IN NANSANGA FARM BLOCK

The District Water Development Officer reported for the information of the committee that in March, 2023, the department was engaged by Ministry of Agriculture to conduct geophysical investigations of 15 water points across the Nansanga Farm Block. Ministry of Agriculture committed itself to drilling 15 new boreholes across the Nansanga farm block. Once the boreholes were drilled, they would help to cushion the existed water demands and challenges in the Farm block.

MUSANGASHI WARD

S/NO.	SITE NAME	SELECTED POINT		LOCATION		ELEVATION ASL (M)	RECOMMENDED DRILLING DEPTH	
							MIN	MAX
1.	Kasangashi village	1 st choice	B	S12.66931,	E	1247	45	70
		2 nd choice	A	S12.88945,	E	1249	50	70
2.	Kang'ongo village	1 st choice	B	S12.30291,	E	1289	40	50
		2 nd	A	S12.90899,	E	1289	40	60

		choice		029.86264			
3.	Mabonwe village	1 st choice	B	S12.89559 , E 029.01606	1249	45	75
		2 nd choice	A	S12.89549, E 029.91603	1249	50	70
4.	Kasenga village	1 st choice	A	S13.00345, E029.87614	1317	45	70
		2 nd choice	B	S13.00280, E029.87500	1317	45	65
5.	Ntenge school	1 st choice	A	S13.02258, E029.93671	1289	40	70
		2 nd choice	B	S13.02315, E029.93676	1379	45	75

LUPIYA WARD

S/NO.	SITE NAME	SELECTED POINT		LOCATION	ELEVATION ASL (M)	RECOMMENDED DRILLING DEPTH	
						MIN	MAX
1.	Kampumpi P. School	1 st choice	A	S12.95254, E030.65990	1264	45	65
		2 nd choice	B	S12.95275, E030.05997	1264	45	65
2.	Luombwa Market	1 st choice	A	S12.98054, E029.99986	1246	40	70
		2 nd choice	B	S12.98116, E030.00157	1247	50	70
3.	Kabundi Market	1 st choice	A	S13.01497, E 030.02133	1282	35	50
		2 nd choice	B	S13.01676, E030.02300	1288	45	65
4.	Chikongolo village	1 st choice	A	S12.88342, E030.08488	1258	45	60
		2 nd choice	B	S12.88337, E030.08500	1258	45	65
5.	Musatila comm. Sch	1 st choice	B	S12.64532, E030.21990	1290	40	65
		2 nd choice	A	S12.84570, E030.22019	1300	40	65

KASHISHI WARD

S/NO.	SITE NAME	SELECTED POINT		LOCATION	ELEVATION ASL (M)	RECOMMENDED DRILLING DEPTH	
						MIN	MAX
1.	Chikande section	1 st choice	B	S12.80951, E030.20690	1288	50	70
		2 nd choice	A	S12.80891, S030.20666	1287	50	70
2.	Kabumba section	1 st choice	B	S12.70142, E030.17874	1281	45	60
		2 nd choice	A	S12.79122, E030.17824	1277	45	70
3.	Mingomba village	1 st choice	B	S12.78644, E030.11940	1225	55	70
		2 nd choice	A	S12.78652, E030.1900	1226	55	70
4.	Chawuluka Village	1 st choice	A	S12.79658, E030.13383	1248	45	65
		2 nd choice	B	S12.17964, E030.13435	1243	59	70
5.	Mutale RHC	1 st choice	A	S12.82841, E030.10352	1237	45	70
		2 nd choice	B	S12.9287, E030.10362	1232	45	70

Thereafter, the Report on Geophysical Survey (Borehole Siting) of 15 Boreholes in Nansanga Farm Block was **NOTED**.

PWD&RE/231/06/23 BEACON VERIFICATION OF MBASWA DAM SITE

The District Water Development Officer reported for the information of the committee that in April, 2023, the department conducted a beacon verification exercise of Mbaswa Dam site. He further informed the committee that, The Ministry of Water Development and Sanitation had that year, 2023 funded the construction of Mbaswa Dam in Serenje District. Documentations to that effect had already started. Once constructed, the Dam would help to cushion water need challenges to the people of

Mbaswa and Serenje District as a whole as the intended use of the dam was for irrigation, fishing, livestock and domestic.

Thereafter, the Report on Beacon Verification of Mbaswa Dam Site was **NOTED**.

PWD&RE/232/06/23 SITE VISITATION BY BIDDERS TO MBASWA DAM SITE

The District Water Development Officer reported for the information of the committee that in April, 2023, the department of Water Resources Development conducted Sites visits of bidders to Mbaswa Dam site. This was in progression to the already started processes in the construction of Mbaswa Dam. Once constructed, the Dam would help to cushion water need challenges to the people of Mbaswa and Serenje District as a whole as the intended use of the dam was for irrigation, fishing, livestock and domestic.

Thereafter, the Report on Site Visitation by Bidders to Mbaswa Dam Site was **NOTED**.

PWD&RE/233/06/23 FORMATION OF V-WASHE COMMITTEES IN NANSANGA FARM LOCK

The District Water Development Officer reported that in May 2023, the Ministry of Agriculture engaged the Department of Water Resources Development and while working together formed 15 V-WASHE borehole management committees on selected boreholes earmarked for rehabilitation in the first phase of Borehole works in Nansanga Farm block.

S/N	NAME OF WATER POINT	WARD	ZONE	V-WASHE STATUS
1.	Bad Cock Borehole 2	Kashishi	Musatila	Interim Committee Formed
2.	Kabumba Borehole 1	Kashishi	Kabumba	Formed
3.	Ming'omba Market Borehole	Kashishi	Ming'omba	Formed
4.	Mutale Market Borehole	Lupiya	Mutale	Formed
5.	Mutale Borehole 2	Lupiya	Mutale	Formed
6.	Bernard Kampoko Borehole	Lupiya	Kabundi	Formed
7.	Kabundi SDA/JW Borehole 2	Lupiya	Kabundi	Formed

8.	Kabundi Primary School Borehole	Lupiya	Kabundi	V-WASHE existed. It was taken note of.
9.	Luombwa Bridge Borehole	Lupiya	Kabundi	Formed
10.	Ntenge Primary School Borehole	Musangashi	Ntenge	V-WASHE existed. It was taken note of.
11.	Masunga Primary School Borehole	Musangashi	Masunga	Formed
12.	Masunga Rural Health Post Borehole	Musangashi	Masunga	Formed
13.	Kabeta Primary School Borehole	Musangashi	Kabeta	V-WASHE existed. It was taken note of.
14.	Kabeta Market Borehole	Musangashi	Kabeta	V-WASHE existed. It was taken note of.
15.	Foni Kateya Borehole	Musangashi	Kabeta	Formed

It was recommended that all the V-WASHE formed needed training in the capacity each member was selected, V-WASHE committee was a 10 member committee comprising; Chair and Vice Chairperson, Secretary and Vice Secretary, Treasurer and Vice Treasurer, Two (2) Care Takers and Two(2) Trustees.

Thereafter, the Report on Formation of V-Washe Committees in Nansanga Farm Lock was **NOTED**.

PWD&RE/234/06/23 FLUSHING OF BOREHOLES IN NANSANGA FARM BLOCK

The District Water Development Officer reported for the information of the committee that in May 2023, the Department of Water Resources Development was engaged by MoA to flush 12 boreholes that were marked for flushing and cleaning in the first phase of borehole works in the Farm Block out of which Eleven (11) Boreholes were successfully flushed and cleaned prior to installations.

The remaining borehole, at Foni Kateya site was not flushed due to the breakdown of the compressor truck. This borehole however had been marked to be flushed once the compressor truck was worked on.

S/N	NAME	WARD	ZONE	BENEFICIARY	STATUS	GPS	
						Latitude	Longitude
1.	Badcock Borehole 2	Kashishi	Musatila	17 households	Flushed	-12.84589	30.21967

2.	Kabumba Borehole 2	Kashishi	Mukoma nsala	25 households	Flushed	- 12.79478	30.18431
3.	Ming'omba Market Borehole	Kashishi	Ming'omba	54 households	Flushed	- 12.76739	30.12793
4.	Mutale Market Borehole	Lupiya	Mutale	32 households	Flushed	- 12.83625	30.10460
5.	Mutale Borehole 2	Lupiya	Mutale	22 households	Flushed	- 12.86785	30.090967
6.	Bernard Kampoko Borehole	Lupiya	Kabundi	12 households	Flushed	- 13.02121	30.05296
7.	Kabundi Primary school	Lupiya	Kabundi	630 pupils and 46 household	Flushed	- 13.01937	30.02039
8.	Kabundi SDA/IW	Lupiya	Kabundi	25 households	Flushed	- 13.01384	30.02089
9.	Luombwa Bridge Borehole	Lupiya	Kabundi	22 households	Flushed	-12.9751	29.9967
10.	Ntenge Primary School	Musangashi	Ntenge	17 households plus pupils	Flushed	- 13.02466	29.93553
11.	Masunga Primary	Musangashi	Masunga	23 households	Flushed	-12.8139	29.8938
12.	Masunga Rural Health post	Musangashi	Masunga	26 households plus patients	Flushed	- 12.8149,	29.89437
13.	Foni Kateya Borehole	Musangashi	Kabeta	12+ households	Not flushed	- 12.89777	29.94772
14.	Kabeta Market Borehole	Musangashi	Kabeta	21 Households	Did not require Flushin	- 12.88516	29.94551
15.	Kabeta Primary School	Musangashi	Kabeta	28 households plus pupils	Did not require Flushin	- 12.88414	29.94626
16.	Kabundi Rural Health Post	Lupiya	Kabundi	46 households plus patients	Not flushed	- 13.01790	30.02065

Three (3) boreholes, i.e. Kabeta Primary School Borehole, Kabeta Market Borehole and Kabundi Rural Health Post borehole were not flushed as they had been deemed not

to require flushing because they were functional and giving out clear water, while Masunga Rural Health Post Borehole, though functional, its water was turbid and colored, hence being flushed.

Thereafter, the Report on Flushing of Boreholes in Nansanga Farm Block was **NOTED**.

PWD&RE/235/06/23 FISHING OUT OF RODS AND PIPES FROM TWO (2) BOREHOLES

The District Water Development Officer reported for the information of the committee that in May 2023, the Department of Water Resources Development was engaged by Ministry of Agriculture to fish out old pipes and rods on two boreholes prior to installation of new ones. These boreholes were; Kabumba borehole 1 and Kabundi Rural Health post. The fishing was successful on the two boreholes.

Thereafter, the Report on Fishing out of Rods and Pipes from Two (2) Boreholes was **NOTED**.

PWD&RE/236/06/23 REHABILITATION OF 15 BOREHOLES IN NANSANGA FARM BLOCK

The District Water Development Officer reported for the information of the committee that in May 2023, the Ministry of Agriculture - MoA engaged the Department of Water Resources Development to Rehabilitated 15 prioritized boreholes out of the borehole assessment conducted in Nansanga farm block. The works done included;

- Installation of new GI/UPVC pipes depending on the location
- Installation on new rods for GI or for UPVC
- Installation of new cylinder assembly
- Change of head assembly
- Change of water tanks

S/N	WARD	ZONE	NAME OF WATER POINT	STATUS	REMARKS	GPS LOCATION	
						Latitude	Longitude
1.	Musangashi	Ntenge	Ntenge Primary School BH	Functional	• New head assembly, new water tank, 7 new GI Pipes and 7 Rods, new Cylinder	- 13.02466	29.935537
2.		Masunga	Masunga Primary School BH	Functional	• New head assembly, new water tank, 6 new UPVC Pipes and 6 Rods, new Cylinder	- 12.81398	29.893758
3.			Masunga Rural Health Center BH	Functional	• New head assembly, new water tank, 10 new UPVC Pipes and 10 Rods, new Cylinder	- 12.81486	29.894371
4.		Kabeta	Kabeta Market BH	Functional	• New head assembly, new water tank, 6 new UPVC Pipes and 6 Rods, new Cylinder	- 12.88516	29.945511
5.			Kabeta Primary School BH2	Functional	• New head assembly, new water tank, 5 new UPVC Pipes and 5 Rods, new Cylinder	- 12.88414	29.94626
6.		Mingomba	Mingomba Market BH	Non-Functional	• New head assembly, new water tank, 8 new UPVC Pipes and 8 Rods, new Cylinder	- 12.76739	30.12793

7.	Kashishi	Mukomansala	Kabumba BH1	Functional	• New head assembly, new water tank, 9 new GI Pipes and 9 Rods, new Cylinder	- 12.79478	30.18431
8.		Musatila	Badcock BH2	Functional	• New head assembly, new water tank, 10 new GI Pipes and 10 Rods, new Cylinder	- 12.84589	30.21967
9.	Lupiya	Kabundi	Kabundi Primary School BH	Functional	• New head assembly, new water tank, 6 new GI Pipes and 6 Rods, new Cylinder	- 13.01937	30.02039
10.			Kabundi Rural Health Center BH	Functional	• New head assembly, new water tank, 10 new UPVC Pipes and 10 Rods, new Cylinder	- 13.01790	30.02065
11.			Kabundi SDA/JW BH	Non-Functional	• New head assembly, new water tank, 6 new GI Pipes and 6 Rods, new Cylinder	- 13.01384	30.02089
12.			Luombwa Bridge BH	Non-Functional	• New head assembly, new water tank, 8 new GI Pipes and 8 Rods, new Cylinder	-12.9751	29.9967
13.			Bernad Kampoko Chinkwenga BH	Functional	• New head assembly, new water tank, 14 new GI Pipes and 14 Rods, new Cylinder	- 13.02121	30.05296
14.			Mutale	Mutale BH2	Functional	• New head assembly, new water tank, 7 new GI Pipes and 7 Rods,	- 12.86785

					New Cylinder		
15.			Mutale Market BH	Functional	<ul style="list-style-type: none"> New head assembly, new water tank, 7 new GI Pipes and 7 Rods, new Cylinder 	- 12.83625	30.104607

PWD&RE/237/06/23 GEOPHYSICAL SURVEY OF PRODUCTION BOREHOLES

The District Water Development Officer reported for the information of the committee that in June 2023, the Department of Water Resources Development conducted Geophysical survey of commercial/production boreholes around the wellfields within township radius.

The background to this was that, Serenje District being one of the oldest districts in Zambia, it earned its district status in 1939. Currently the District population stands at 86703 habitants. The urban population stands at 23,308 (STC 2022).

Lukanga Water Supply and Sanitation Company Supplies water to the town ship population of the District.

Provision of water and sanitation services had been a challenge in the district, as some areas did not have access to the services. Water supply was limited to only a few hour(s) daily and in rural areas people walk more than 5 kilometres in order to access clean and safe water (borehole water).

As it stands, the existing water treatment plan was constructed in 1946 and had the capacity to supply water to only 1000 residents. The Utility company was also using 4/7 existing production boreholes to boost its water supply to the township. 3/7 more boreholes were yet to be connected.

However, the township population had increased, a situation making it difficult to provide water to the entire urban community even when the 3 remaining boreholes were connected. With the projected population increase and looking at the current treatment plant and available ground water sources, there was need to;

- Expand the current water treatment plant,
- Expand and/or Construct an alternative source of surface water to be able to generate adequate water for the anticipated population.
- Develop the ground water resources by adding more production boreholes to the existing 7 boreholes

Currently, the township piped water production was at an average of 491,777.4m³ per annum against the demand of 827688m³ per annum. This included surface and ground water sources. (Source, LgWSC/ IDP draft)

It was against this background that the Ministry of Water Development and Sanitation in its quest to contribute to sustainable development and management of groundwater resources at all levels for increased water security and socioeconomic enhancement, had planned to conduct inventory of well fields in Serenje District and to develop them. This program of well field inventory was undertaken in June 2023. During the same activity, a geophysical survey was also conducted and 7 points were identified as follows.

S/N	NAME OF WATER POINT	LOCATION	GPS LOCATION	
			Latitude	longitude
1.	Borehole site 1	Kambobe	-13.2407	30.2506
2.	Borehole site 2	Kambobe	-13.2417	30.25151
3.	Borehole site 3	Kambobe	-13.2422	30.25151
4.	Borehole site 4	Kambobe near Hope Centre Foundation	-13.2287	30.24449
5.	Borehole site 5	Kambobe near Hope Centre Foundation	-13.2282	30.24382
6.	Borehole site 6	Kambobe near Hope Centre Foundation	-13.2273	30.24384
7.	Borehole site 7	Turn off , Within the Existing Well field	-13.2564	30.25076

These production boreholes once drilled, they would be given to Lukanga Water Supply and Sanitation Company for equipping and use.

Thereafter, the Report on Geophysical Survey of Production Boreholes was **NOTED**.

PWD&RE/238/06/23 FONDOKA DAM ASSESSMENT

The District Water Development Officer reported for the information of the committee that in June 2023, the Department of Water Resources Development working with DMMU Serenje office and Serenje Town Council assessed

Fondoka Dam in Kabamba Ward, in Chief Kabamba's Area. His Royal Highness, Chief Kabamba was also in attendance during the assessment. The assessment was necessitated after His Royal Highness, Chief Kabamba wrote to DMMU Serenje office requesting the office to find a solution to the damaged structure.

Fondoka Dam was a small, multipurpose communal earthen dam located about 21km from Serenje Township on GPS coordinates **-13.212091, 30.369803**. The Dam was constructed across Kalwa River in 2012 in Kabamba ward of Serenje Central constituency, the Chiefdom being Chief Kabamba's area. Kalwa River is perennial and a tributary of Lukusashi River. The main catchment is Luangwa Catchment.

Fondoka dam was surrounded by Kalilanama Primary School, Mupulu Community School, Chipota REA, Chipota Falls and more than 2,000 locals who were direct beneficiaries of the Dam. The Dam wall was also being used as a crossing point connecting these places to the rest of the chiefdom.

Fondoka Dam collapsed during the 2021-2022 rain season, and can no longer hold water. This had posed a very big challenge for animal water use, agricultural use, human use and also for road network

Fondoka Dam had a multipurpose usage, which were;

1. Agricultural economic use; the local communities use the water to practice mixed farming and/or gardening
2. Fishing
3. Water for animals
4. Human and social use
5. The Dam wall acts as a crossing point connecting to the rest of the chiefdom
6. Has more than 2,000 local beneficiaries

ID	NAME	WARD/ CHIEFDOM	OWNERSHIP	BENEFICIARIES	GPS LOCATION		CURRENT STATE
					LATITUDE	LONGITUDE	
	Fondoka Dam	Kabamba/ Kabamba	Communal	<ul style="list-style-type: none"> • Over 350 households • Government institutions ;REA, Malcom moffat farms, schools • Animals 	-13.2120	30.36980	<ul style="list-style-type: none"> • Substantial damage on the mid-section of the Dam wall. • The mid-section of the Dam wall was washed away • The spillway was washed away • Environmental drain pipes in fair state • The reservoir is silted on the left abutment • Thick vegetation on the embankment • A big gully downstream of the spillway

The recommendations from the assessment were;

1. DMMU to engage the Provincial Water Development Office for technical assessments and costings/BOQ, this is so because the District Water Development office does not have equipment and capacity to cost
2. Redesign a new dam and spillway on the same point, the spillway and Dam design should be that it allows passage of people and vehicles and/or trucks
3. Reconstruct the Dam wall and Spillway.
4. Reinstall the environments drains.
5. Install a depth meter stick

Thereafter, the Report on Fondoka Dam Assessment was **NOTED**.

PWD&RE/239/06/23 APMEP IRRIGATION SCHEMES

The District Agricultural Coordinator reported to the Committee that, during the period under review the District received 751 village chickens given to 7 groups against a target of 900 chickens and 9 groups respectively on a pass on basis.

The groups that received include the following;

1.1 Mulembo Mazembe Sasa Irrigation Company

The company had planted the following crops in all the three schemes for that season;

- Mulembo Irrigation Scheme had planted 20 Ha of soyabeans and 1.5 Ha of cassava
- Mazembe Irrigation Scheme had planted 10 Ha of soyabeans
- Sasa Irrigation Scheme had planted 10 Ha of soyabeans

Total planted was 41.5ha for Mazembe, Sasa and Mulembo Irrigation Company.

The crop performance was not good due to financial constraints.

1.2 Lusiwasi Irrigation Company

The area planted for that season by this Company was as follows:

- Cassava 34.6 Ha
- Maize 15.4 Ha
- Beans 2 Ha
- Soyabeans 7Ha

Total area planted was 59.00 Ha.

By the close of the reporting period, the harvest for soyabeans, beans and cassava had commenced.

The major challenge that was experienced in all the schemes was the frequent breakdowns in the tractors.

Thereafter, the Report on APMEP Irrigation Schemes was **NOTED.**

PWD&RE/240/06/23 FRA CROP MARKETING

The District Agricultural Coordinator reported that the District had been assigned 16 satellite depots as follows; Chisebwa, Chibobo, Milenje, Kashishi, Mukomansala, Mapepala, Lupiya, Lumpampa, FTC, Mulilima, Nchimishi, Chibale, Chintankwa, Teta, Kaseba and Kabamba. Crop purchase was set to commence in June, 2023.

Thereafter, the Report on FRA Crop Marketing was **NOTED.**

PWD&RE/241/06/23 ECOBSI

The District Agricultural Coordinator reported that the ECOBSI project was funded by the Japanese International Agency (JICA). Since commencement of the Project, the district had put up 30 temporal weirs in 15 camps. The total area covered under irrigation since inception 88 ha. The project was active in 3 camps which were receiving support in terms of fuel.

Thereafter, the Report on ECOBSI was **NOTED.**

PWD&RE/242/06/23 REVAMPING OF THE CHILD FEEDING CENTRES

The District Agricultural Coordinator reported that during the period under review that the district continued the feeding programs and continued to monitor the garden programs under the Child Feeding Centres that were established under APMEP.

The enrolment and rehabilitation statistics were as follows;

4.1 Nchimishi Feeding center

Total Enrolled 30 children

- 20 female
- 10 male

Rehabilitated 12 children (7 female & 5 male).

Remaining Children 18 (13 female & 5 male).

4.2 Mulilima Feeding center

Total Enrolled 37 (21 female & 16 male).

- First enrolment 23 (13 female & 10 male)
 - Second enrolment 14 (8 female & 6 male)
 - Rehabilitated 9 (5 female & 4 male), 1 female died.
 - Currently 27 (15 female & 12 male).
- Both sites had prepared nursery for vegetables.

Thereafter, the Report on Revamping of the Child Feeding Centres was **NOTED**.

PWD&RE/243/06/23 FISP IMPLEMENTATION FOR THE 2022-2023 FARMING SEASON

The District Agricultural Coordinator reported that Serenje district had a total of 62,345 farmers registered under the Zambia Integrated Agricultural Management Information System (ZIAMIS). For the 2022-2023 Agricultural Season, the district was allocated 19,097 farmers under the FISP with 19,097 Maize, 9,549 Soya beans and 9,548 Groundnuts packs.

5.1 FISP implementation status 2022/23

Inputs

D-Compound (Supplier was Nitrogen Chemicals of Zambia (NCZ))

- District allocation 2,864.55 mt
- Received 2,864.55mt (100%)
- Distributed to farmers 2,864.55 mt (100.00%)

- Total number of farmers who had collected D-Compound 19,097 (100.00%)

Urea (Supplier: Fertilizer Seed and Grain (FSG))

- District allocation 2,864.55 mt
- Received 2,864.55 mt (100.00%)
- Distributed to farmers 2,864.55 mt (100.00%)
- Total number of farmers who had collected Urea 19,097 (100.00%)

Soya Beans Seed

- District allocation 238.71 mt
- Received 238.71 mt (100.00%)
- Distributed 238.71 mt (100.00%)
- Total number of farmers who had collected 9,548 (100.00%)

Groundnuts Seed

- District allocation 190.97 mt
- Received 190.97 mt (100.00%)
- Distributed 190.97 mt (100.00%)
- Total number of farmers who had collected 9,549 (100.00%)

Maize Seed

- District allocation 190.97 mt.
- Received 190.97 mt. (100%)
- Distributed 190.97 mt (100.00%)
- Total number of farmers who had collected 19,097(100.00%)

One notable challenge on the FISP was the late delivery of 65.485 Mt of groundnuts seed by Steward's Globe Limited.

3.2 FISP implementation status 2023/24

- District Target 19,097 (TBA)
- Currently farmer registration on going.

Thereafter, the Report on FISP Implementation for the 2022-2023 Farming Season was **NOTED**.

The District Agricultural Coordinator reported The District had been implementing the Zambia Emergency Food Production Facility which was a project funded by the African Development Bank and would run for two years from July 2022 to June, 2024 whose Project objective was to build resilient farming livelihoods and increase food and nutrition security.

Under this facility, Serenje district had been allocated 2,582 beneficiaries and these beneficiaries were required to be registered on the tier 2 e-wallet platform of the ZIAMS digital system with tier 1 being the current GRZ FISP DIS system.

A total of 902 farmers had by then registered under the project out of which 601 had deposited the K5, 000=00 contribution and had benefited from the project. After making the K5, 000=00 contribution farmers were entitled to 4 bags of D-Compound fertilizer and 4 bags of Urea fertilizer and the balance they could get either Maize, Soya beans or Beans seeds.

Thereafter, the Report on the Zambia Emergency Food Production Facility was **NOTED**.

PWD&RE/245/06/23 REVAMPING OF THE NASANGA FARM BLOCK

The District Agricultural Coordinator reported Government had in the year 2023 earmarked to develop and revamp the Nasanga Farm Block and fully operationalize it by providing the necessary support infrastructure such as access roads, electricity, and rehabilitation of dams and provision of water for domestic uses through the rehabilitation and drilling of boreholes. A number of activities had since been done towards the achievement of this and the following milestones had been recorded by the district.

- The stakeholders meeting was successfully conducted.
- Community engagement meetings to create awareness among the community members in the Nasanga Farm Block and the surrounding areas about

the revamping of the farm Block and its associated benefits were successfully done and a total of 1,211 community members (726 male and 485 female) were successfully sensitized.

- Three surveys on power line extension, access roads and land utilization have been successfully conducted
- Validation meeting for all field surveys reports
- Rehabilitation of 15 boreholes in Lupiya, Kabundi and Mapepala.

Request for funds for infrastructure works such as opening up of the roads, power lines, dam rehabilitation and the drilling of boreholes had been done.

Thereafter, the Report on the Revamping of the Nasanga Farm Block was **NOTED**.

PWD&RE/246/06/23 SERENJE DISTRICT AGRICULTURAL AND COMMERCIAL SHOW

The District Agricultural Coordinator reported to the Committee that the district had its Agricultural and Commercial Show from the 9th to the 10th of June 2023 at the National Square under the theme “Inclusive Economic Transformation.” The Show Society had already sent invitation letters to all government departments and other stakeholders to come and exhibit at that year’s show.

In preparation for the district show, the Agricultural Blocks also hosted Block Shows which were scheduled as follows;

SN	BLOCK	DATE
1	Chibale	26/05/2023
2	Kanona	29/05/2023
3	Lupiya	30/05/2023
4	Kamena	31/05/2023
5	Mulembo	01/06/2023
6	Chililabombwe	02/06/2023

The District also successfully held its District Field Day on the 27th of April, 2023 at the Farmer’s Training Centre where different agricultural transformation technologies were showcased and taught to the farmers.

Thereafter, the Report on the Serenje District Agricultural and Commercial Show was **NOTED**.

REPORT OF THE DISTRICT FORESTRY OFFICER

PWD&RE/247/06/23 AFFORESTATION AND REFORESTATION

The District Forestry Officer reported for the information of the Committee that the Ministry of Green Economy and Environment through Forestry Department had continued establishing and tendering exotic tree seedlings of Pine and Eucalyptus tree species for the purpose of Plantation establishment, Climate Change mitigation and balancing the ecosystem at District level. To attain the set objectives, the sector had established about 25,000 Pine tree seedlings and 2,000 Eucalyptus tree seedlings meant for promoting tree planting activities in government organizations, local Communities and learning institutions.

Thereafter, the Report on Afforestation and Reforestation was **NOTED**.

PWD&RE/248/06/23 FORESTRY EXTENSION

The District Forestry Officer reported for the information of the Committee that, the Forestry Department had approved and recognized 6 Community Forestry Management Groups under Serenje District, as part of participatory Forest Management by local communities to ensure Climate Change mitigation and environmental sustainability. The following were the recognized local community groups.

No.	COMMUNITY FOREST MANAGEMENT GROUP	CHIEFDOM	LAND SIZE	REMARKS
1.	Kabamba Community Forest Management Group	Kabamba	8,996ha	Agreement signed
2.	Kampabwa Community Forest Management Group	Kabamba	3,200ha	Agreement signed
3.	Mukopa Community	Chibale	26,600ha	Agreement

	Forest Management Group			signed
4.	Nambo Forest Management Group	Chibale	28,862ha	Agreement signed
5.	Teta Forest Management Group	Kabamba	440ha	Agreement signed
6.	Chisomo Forest Management Group	Chisomo	230,000ha	Recognized
	TOTAL		298,098ha	

Thereafter, the Report on Forestry Extension was **NOTED**.

There being no any other business to transact the Chairperson thanked all for attending the meeting and closing prayer was given by Councillor Francis Katoma. The meeting was declared closed at 15:25 hours.

COMMITTEE CHAIRPERSON.....SIGN.....

SRM//



SERENJE TOWN COUNCIL

MINUTES OF THE AUDIT COMMITTEE MEETING HELD IN THE COMMITTEE ROOM, CIVIC CENTRE, ALONG NG'ANSWA ROAD, SERENJE ON FRIDAY 30TH JUNE, 2023 AT 14:00 HOURS

PRESENT

COUNCILLORS:	Brighton Yamba Matipa	- Chairperson
	Bwanga Chricious	- Member
	Changwe Gershom	- Member
	Chibuye Vernon	- Member
	Leo Chiinya	- Member
	Dauglas F.J Sigauke	- Ex-Officio
	Stavious Mulumba	- Ex-Officio

APOLOGIES: No apology was recorded.

IN ATTENDANCE:	Milly Muluti	- Council Secretary
	Martin Sikanyika	- Council Treasurer
	Sarah M. Chewe	- Chief Administrative Officer
	Kelvin Chilufya	- Assistant Internal Auditor
	Collins Chellah	- Procurement Officer
	Soft Tembo	- Town Planner
	Hope C. Machuta	- Assistant Commercial Manager
	Ruth Kavwala	- Acting Administrative Officer
	Sifuniso R. Musole	- Assistant Committee Clerk

OPENING PRAYER

The opening prayer was given by the Chief Administrative Officer Ms. Sarah Masiye C at 09:30 hours.

NOTICE OF MEETING

The notice convening the meeting was read by the Council Secretary and the meeting was called to order at 14:15 hours.

CHAIRPERSON'S OPENING REMARKS

The Chairperson welcomed everyone to the meeting. He further welcomed the Deputy Council Chairperson who attended Audit Committee for the first time as Ex-officio.

REPORT OF THE INTERNAL AUDITOR

AUD/39/06/23

UNPAID BILLS AT IBOLELO VALLEY VIEW INN (COUNCIL MOTEL)

The Internal Auditor reported for the consideration of the committee that during the period under review, the Internal Audit Unit carried out a review of the performance of Ibolelo Valley View Inn (Council Motel). A scrutiny of the financial records particularly invoices revealed that the Motel was owed a total of K53, 488.00 by various institutions including Serenje Town Council. See appendix A

RISK

Loss of revenue/bad debts

RECOMMENDATIONS

Management should ensure that the amount be settled

MANAGEMENT RESPONSE

Management acknowledged the Internal Auditor's findings and reported that the delayed payments was due to financial constraints, and a payment plan would be done to liquidate the debt.

After due consideration of the matter upon a proposal by Councillor Vernon Chibuye and duly seconded by Councillor Bwanga Chricious, it was;

RESOLVED TO RECOMMEND

That management should make a payment plan and the matter be kept in view.

AUD/40/03/23

OFFICERS AND CIVIC LEADERS OWING IBOLELO VALLEW VIEW INN

The Internal Auditor reported for the consideration of the committee that some officers who were getting things on credit from the Council Motel had not settled their bills. As at 26th June 2023, a total of (K29,461.50) was still owed to the Motel by the Officers and Councillors. See appendix B.

RISK

Loss of revenue

RECOMMENDATION

Management should ensure that the amount owed by the officers was collected.

Management should limit the credit facilities which had adversely affected the performance of the motel.

MANAGEMENT RESPONSE

Management acknowledged the Internal Auditors findings and reported that management would effect debt recovery from dues owed by Councillors and Officers.

After due consideration of the matter it was

RESOLVED TO RECOMMEND

That management should write letters to the affected Officers and Councillors and the matter be kept in view.

AUD/41/03/23

FAILURE TO COLLECT REVENUE FROM TAXIS AT THE STATION

The Internal Auditor reported to the Committee that the Internal Audit Unit carried out a spot check at the station to monitor revenue collection. Contrary to Section 9 (h) of the Public Finance Management (General) Regulations, 2020, the

Council had not been collecting parking fees from taxi drivers for more than six months.

RISK

Loss of revenue resulting in poor budget performance.

RECOMMENDATION

Management should ensure that the council starts collecting parking fees.

MANAGEMENT RESPONSE

Management acknowledged the Internal Auditor's findings and reported that management was working on facilitating for elections of the taxi and bus station committee in order to commence engagement regarding payments of bus station and market fees

After a lengthy deliberation, the Committee commended the Management on the direction they intended to take and urged them to also train the New Committee once elected on various Acts that relate to the management of Bus Stations.

AUD/42/03/23

UNDER COLLECTION OF REVENUE

The Internal Auditor reported for the consideration of the committee that the Council underperformed on two (2) major sources of revenue during the first half of the year 2023. A close scrutiny of the Receipts and Payments Account for the period January to June 2023 revealed the following:

1. The council collected K716,409.00 from Fees and Charges against the flexed budget amount of K1, 683, 806.25 representing a 43% performance
2. The council collected K932.00 from licenses against the flexed budget amount of K67, 900.00 representing a 1% performance
See appendix C

RISK

Loss of revenue

The Council may not implement all its planned activities

RECOMMENDATIONS

Management should put in more effort and ensure that the revenue was collected.

MANAGEMENT RESPONSE

Management acknowledged the Internal Auditor's findings and reported that the peak period for business licenses was in the fourth quarter and also the vehicle that was being used for revenue collection was involved in an accident and therefore the council had only one vehicle that was being shared with other departments.

Management would resume full normal operations as soon as Professional Insurance worked on the vehicle.

After due consideration of the matter upon a proposal by Councillor Gershom Changwe and duly seconded by Councillor Vernon Chibuye, it was;

RESOLVED TO RECOMMEND

That the report on Under Collection of Revenue be kept in view.

AUD/43/03/23

SPOT CHECK AT THE DRY PORT

The Internal Auditor reported for the consideration of the committee that the Internal Audit carried out a spot check at the Dry Port to monitor revenue collection and other activities. The following were the observations:

1. There was no revenue collector at the Dry Port during the day
2. The road leading to the entrance was in a bad state.

RISK

Loss of revenue

RECOMMENDATION

1. Management should ensure that the road is worked on as soon as Possible
2. Management should ensure that there was a revenue collector during the day

MANAGEMENT RESPONSE

Management acknowledged the Internal Auditor's findings and reported that it had a shortage of man power for Revenue Collectors, and assured the committee that an officer would be deployed to work during daytime.

After due consideration of the matter upon a proposal by Councillor Chiinya Leo and duly seconded by Councillor Bwanga Chricious, it was;

RESOLVED TO RECOMMEND

1. That management should work on all the necessity renovations at the Dry Port.
2. That management should be vigilant of the happenings at the Dry Port as it had potential to perform better than the reports received.

AUD/44/03/23

OPERATIONS AT THE COUNCIL MOTEL

The Internal Auditor reported for the consideration of the committee that the Internal Audit had observed some gaps at the Council Motel due to the absence of a Food and Beverage Supervisor. Several spot checks at the Motel revealed that the duties of Motel Supervisor were carried out by the Assistant Commercial Manager and the Administrative Officer Commercial Ventures who also had other work to do.

RISK

The efficiency and effectiveness of the operations may be adversely affected

RECOMMENDATIONS

Management should consider looking for a qualified Food and Beverage Supervisor from within or outside the institution

MANAGEMENT RESPONSE

Management acknowledged the Internal Auditor's findings and reported that the issue would be taken to Human Resource Management Committee to approve the establishment and recommend for employment of a Food and Beverages Officer.

After due consideration of the matter upon a proposal by Councillor Vernon Chibuye and duly seconded by Councillor Gershom Changwe, it was;

RESOLVED TO RECOMMEND

That a qualified Food and Beverage Supervisor be employed through the Human Resource Management Committee.

AUD/45/03/23

FAILURE TO MAINTAIN COUNCIL BUILDINGS AT THE MAIN MARKET

The Internal Auditor reported for the consideration of the committee that on Monday 26th June 2023, the Internal Audit Unit carried out a spot check at the main market in order check the activities and the current state of the Council buildings around the market. The following were the observations:

1. Most of the buildings were dilapidated; walls had cracks, doors were broken, roofs were in a bad state and the walls have not been painted for a long time
2. Most restaurants were not clean due to poor maintenance
3. The Storage room was in a bad state

RISK

Accidents resulting in injury or loss of life

RECOMMENDATION

Management should work on the buildings as soon as possible

MANAGEMENT RESPONSE

Management acknowledged the Internal Auditor’s findings and reported that the matter would be included in the 2024 CDF budget. The Council was facing financial constraints and was unable to maintain the buildings from locally generated funds and as per presidential directive water and sanitation should be funded by CDF, therefore there was need to include the matter on the CDF plan.

After a lengthy deliberation of the matter it was;

RESOLVED TO RECOMMEND

That the report on Failure to Maintain Council Buildings at The Main Market be kept in view.

There being no any other business to transact, the meeting was declared closed after a prayer from the Council Treasurer, Mr Martin Sikanyika at 16:15 hours.

COMMITTEE CHAIRPERSON.....SIGN.....DATE.....



SERENJE TOWN COUNCIL

MINUTES OF THE FOURTH ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, NG'ANSWA ROAD, SERENJE ON TUESDAY, 11TH JULY, 2023 AT 10:00 HOURS.

PRESENT COUNCILLORS:

NAME		WARD
Staivous Mulumba	-	Council Chairperson
Sigauke F. J. Douglas	-	Deputy Council Chairperson
Bwanga Chricious. M	-	Kabansa
Changwe Gershom	-	Kanona
Chibuye Vernon	-	Musangashi
Chiinya Leo	-	Chisomo
Chisenga Elvis	-	Lupiya
Chola Francis	-	Chibale
Hamalabbi Mwiinga	-	Mweshe
Kabwe Thelma	-	Kabamba
Katoma Francis	-	Milenje
Kanchepea Leonard	-	Lushibashi
Mambwe Stanley	-	Serenje
Mukosha Emmanuel	-	Chisangwa
Mukosha M. Dickson	-	Masanninga
Mumbi Peter	-	Kashishi
Thomas Phiri	-	Muchinda
Mwandu Gift	-	Sancha
Mulenga Wilfred	-	Kabwe Kupela
Mwengwe Bravers	-	Mailo
Yamba Brighton Matipa	-	Ibolelo

APOLOGIES:	Mwandu Eddy	-	Lukusashi Ward
	Rhoda Kapi	-	Her Royal Highness Chieftainess Serenje

Ngoma Boyd - His Royal Highness Chief Kabamba

Musonda C. Joshua - His Royal Highness Chief Chibale

IN

ATTENDANCE:

Milly Muluti - Council Secretary
Smart Muwowo - Deputy Council Secretary
Mafita Mtonga - Director of Works
Mwamba Mukupa - District Planning Officer
Katuma Mutandi - District Agricultural Coordinator
Dr. Brian Hacamba - District Fisheries and Livestock Coordinator

Martin Sikanyika - Council Treasurer
Dr. Haachile L. Moonga - District Health Director
Hope L. Chilufya - Assistant Commercial Manager

Sylvia Liyoka - Health Inspector
Roy Munkondya - Valuation Officer
Chalwe Mwaba - Socio Economic Planner
Collins Chella - Procurement Officer
Prince Mweemba - District Water Development Officer

Gracious Moonga - District Community Development Officer

Kabula T. Banda - District AIDS Coordinating Adviser
Matthews Mtonga - District Social Welfare Officer
William Mukando - Community Development
Gladys Aikayo - District Disaster Management Officer

Michel Musonda - Human Resource Officer
Robert N. Phiri - Committee Clerk
Oscar Malipenga - Public Relations Officer
Ruth Kavwala - Assistant Committee Clerk
Sifuniso R. Musole - Assistant Committee Clerk

ALSO IN ATTENDANCE:

Bishop Samson Kasele - Chaplain
Musonda Nervious - National Assembly- Muchinga
Musonda Kunda - Serenje Chamber of Commerce (Treasurer)
Joe Mashonga - Serenje Chamber of Commerce

Akamandisa Wakunuma - National Assembly- Serenje
Central
Kalika Phiri - Serenje Resident
Marko Chibuye - WDC - Kashishi Ward

=====

THE NATIONAL ANTHEM WAS SUNG PRIO TO THE COMMENCEMENT OF THE MEETING AND SUBSEQUENTLY A PRAYER WAS GIVEN BY THE CHAPLAIN BISHOP SAMSON KASELE

NOTICE CONVENING THE MEETING

The notice convening the meeting was read by the Council Secretary, Milly Muluti and the meeting was called to order at 10: 34 hours.

OC/68/07/23

COUNCIL CHAIRPERSON'S COMMUNICATION

The Council Chairperson welcomed all the attendants to the Fourth Ordinary Meeting of the Council for the year 2023 and proceeded to recognize all protocols present, the District Commissioner, the Council Secretary, Heads of Departments, Non-Governmental Organizations and the Press.

The Council was informed of various announcements and communications as tabulated below:

He took an opportunity to sincerely thank all the Honourable Councillors for the patience exhibited whilst waiting for the Ordinary Council Meeting. He also sincerely apologized for the seemingly delay attributed by circumstances beyond his control and that of the Principal Officer.

Secondly, He took through the August house on some of the engagements that his office and indeed the Local Authority had been through during the quarter under review as tabulated below:

- a) During the Second Quarter, Secretary General for the united party for National Development (**UPND**) Mr. Batuka Imenda visited the District to check on progress made on the implementation of (**CDF**) Projects. He reported that he was impressed with the progress made so far in the District.

- b) On 29th June, 2023, the Council was visited by the Deputy Permanent Secretary Mr. Godfrey Chitambala, who was at the same time Central Province Chairperson for the Presidential Delivery Unit.

The Province had been picked as a pilot project for implementation of the Presidential Delivery Unit. Against this background, the Presidential delivery unit had left The Council with a task of ensuring that each Ward must handle over at least two Community projects by 31st September, 2023.

- c) On 3rd July, 2023, they were visited by the Minister of General Education Hon. Douglas Siakalima, who came to officiate fundraising event for former pupils at Serenje Boys Technical School. **(CDF)** concerns were raised including the need to respect the people's power when implementing community projects.

- d) On the 10th July 2023 visited by the Local Government Service Commission Vice Chairperson who led a Delegation of Human Resource practitioners to monitor the performance of the District Human Resource Committee.

- e) He informed Honourable Councillors that one of their responsibilities was to sensitize people in their Wards on the content of the booklets which were before them. He had observed that the Civic leaders were not communicating the resolutions that were assed during Ordinary Council Meetings for example, i was surprised that in Lupiya Ward some body was telling the residents that as a Local Authority they received **K200, 000** from over 30 mining firms operating in the District then in the actual fact only Five (5) companies honored their Pledges in cash.

f) In conclusion, He encouraged them to feel free to express their opinions and ideas which would help them move and Build the District Together.

CONFIRMATION OF MINUTES OF THE THIRD ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE ON FRIDAY 12TH APRIL, 2023

Minutes of the Third Ordinary Council Meeting held on 12th April, 2023 were presented before the Council for Confirmation - Minute number **OC/58/04/23 - OC/67/04/23** on pages 1 -12.

On a proposal by Councillor Katoma Francis and duly seconded by Councillor Mwendu Bravers, it was;

RESOLVED

That the Minutes of the Third Ordinary Council Meeting held on 12th April, 2023 Minute Number **OC/58/04/23 - OC/67/04/23** on pages 1-12 be **CONFIRMED**.

ACTION TAKEN REPORT

The action taken report was presented before the Council for confirmation.

On Minute Number **OC/14/12/23** -The Council wanted to know why it had taken long for the Council to conclude on the issue to venture in small scale mining.

In response, the Council heard that management would facilitate for the constituting of a team from 17th April, 2023 that would see the progress towards the same was done.

On item number **HHSS/152/05/23** – Members of the Council wanted to know why some wards did not appear on the list, when were they going to distribute .

In response, the Council was informed that the program was given to those who were serious.

On item number **HHSS/153/05/23** – Members of the Council wanted to know if the inspector do inspect the toilet at the bus station because they did inspect other toilets.

In response, the Council was informed that at Salaula market the toilets opened at main market.

On item number **PWD&RE/137/06/23** – Members of the Council wanted to know if this project was done.

In response, the Council was informed that the market was illegal it was noted that the markete had moved inside the market and the revenue collectors had started collecting money.

On item number **PWD&RE/193/06/23** – The Council wanted to know if Councillors are eligible to apply.

In response, it was noted that the Council were eligible to apply.

On item number **PWD&RE/225/06/23** – The members wanted to know how far he Council have gone with the Construction of the Bridge.

In response, the Council was informed that the Construction of the Bridge is going on.

On item number **PWD&RE/226&228/06/23** – The Council wanted to know when they were going to work on those projects

In response, the Council was informed that the Council did advertise those projects and had received more than 20 applicants. By the mid of July they were going to have new contractors.

On item number **AUD/37/03/23** – The members wanted to find out on the other projects at Turn off how far they had they ever gone.

In response, the Council was informed that they had they were expecting Lukanga Water they had written them so that they could connect water.

Thereafter, the report was; **NOTED.**

OC/71/07/23

CONFIRMATION OF MINUTES OF THE SPECIAL ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE ON MONDAY 22ND MAY, 2023 AT 10:00 HOURS

Minutes of the Special Ordinary Council Meeting held on 22nd MAY, 2023 were presented before the Council for Confirmation - Minute number **SC/01/05/23 - SC/02/05/23** on pages 13 -17.

On a proposal by Councillor Yamba Brighton and duly seconded by Councillor Mulenga Wilfred it was;

RESOLVED

That the Minutes of the Special Ordinary Council Meeting held on 22nd May, 2023 Minute Number **SC/01/05/23 - SC/02/05/23** on pages 13 -17 be **CONFIRMED**.

OC/72/07/23

CONSIDERATION OF MINUTES OF THE HEALTH, HOUSING AND SOCIAL SERVICES COMMITTEE MEETING HELD ON FRIDAY 12TH MAY, 2023

The Minutes of the above mentioned Committee from Minute Number **HHSS/144/05/23** to **HHSS/170/05/23** were presented before the Council by the Committee Chairperson – Mwendwe Bravers for consideration and duly seconded by Councillor Musonda D. Mukosha.

After due consideration of the minutes and on a proposal by Councillor Mwendwe Bravers and duly seconded by Councillor Mumbi Peter, it was;

RESOLVED

That the Minutes of Health, Housing and Social Services Committee meeting held on Friday 12th May, 2023 Minute Number **HHSS/144/05/23** to **HHSS/170/05/23**, on

OC/73/07/23

CONSIDERATION OF MINUTES OF THE PLANS, WORKS, DEVELOPMENT AND REAL ESTATES COMMITTEE MEETING HELD ON THURSDAY 29TH JUNE, 2023

The Minutes of the above mentioned Committee from Minute Number **PWD&RE/211/05/23** to **PWD&RE/248/05/23** were presented before the Council by the Committee Chairperson – Mukosha Emmanuel and duly seconded by Councillor Mwiinga Hamalabbi for consideration.

After due consideration of the minutes, and on a proposal by Councillor Mukosha Emmanuel and duly seconded by Councillor Mwiinga Hamalabbi it was;

RESOLVED

That the Minutes of Plans, Works, Development and Real Estates Committee meeting held on Friday 24th February, 2023 Minute number **PWD&RE/211/06/23** to **PWD&RE/248/06/23**, from page 53-92 be **RECEIVED** and **ADOPTED** as part of the Council proceedings subject to the following amendments and inclusions;

- ii. That the recommendation 3 under minute number **PWD&RE/214/06/23**, the recommendation should read “The applicant was advised to engage the Forestry Department for further guidance in environmental matters.”
- iii. Under minute number **PWD&RE/220/06/23** in the table, applicant number 5 should read as “Loveness Manyushi”

OC/74/07/23

CONSIDERATION OF MINUTES OF THE FINANCE, HUMAN RESOURCES AND GENERAL PURPOSES COMMITTEE MEETING HELD ON FRIDAY 30TH JUNE, 2023

The Minutes of the above mentioned Committee from Minute Number **FHRGP/65/06/23** to **FHRGP/77/06/23** were presented

before the Council by the Committee Chairperson – Leonard Kanchepe and duly seconded by Chola Francis for consideration.

After due consideration of the Minutes and on a proposal by Councillor Kanchepe Leonard and duly seconded by Councillor Mambwe Stanley, it was;

RESOLVED

That the Minutes of Finance, Human Resources and General Purposes Committee meeting held Friday 30th June, 2023, Minute Number **FHRGP/65/06/23** to **FHRGP/77/06/23**, pages 93 - 103 be **RECEIVED** and **ADOPTED** as part of the Council proceedings.

OC/75/07/23

CONSIDERATION OF MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON FRIDAY 30TH JUNE, 2023

The Minutes of the above mentioned Committee from Minute Number **AUD/39/06/23** to **AUD/45/06/23** were presented before the Council by the Committee Chairperson – Brighton Yamba and duly seconded by Councillor Bwanga Chricious for consideration.

After due consideration of the minutes and on a proposal by Councillor Brighton Yamba Matipa and duly seconded by Councillor Chibuye Vernon, it was;

RESOLVED

That the Minutes of Audit Committee meeting held on Tuesday 7th March, 2023 Minute Number **AUD/39/06/23** to **AUD/45/05/23**, on page 104 - 111 be **RECEIVED** and **ADOPTED** as part of the Council proceedings subject to the following amendments and inclusions;

- xii. On item number **AUD/40/06/23** on page 106, on the heading the sentence should read as "Valley View Inn" and not 'Vallew View Inn'.

REPORT OF THE COUNCIL SECRETARY

OC/76/07/23 INTRODUCTION OF PERFORMANCE APPRAISAL IN THE UTILIZATION OF CONSTITUENCY DEVELOPMENT FUND (CDF) IN LOCAL AUTHORITIES

The Council Secretary reported for the information of the Council Management was in receipt of Circular Minute No. LGSC/101/1 dated 14th June 2023 from the Chairperson – Local Government Service Commission informing the Local Authorities that they were concerned with the slow pace of utilization of the Constituency Development Funds (CDF) in many Local Authorities and in order to ensure that the system of administering and utilizing CDF was improved, the Local Government Service Commission had devised a performance appraisal system for **ALL** Principal Officers which would be administered every six (6) months.

The letter was attached as “**APPENDIX “I”**”.

The report was there after **NOTED**

OC/77/07/23 REGULATION OF THE PROLIFERATION OF DRINKING PLACES IN UNDESIGNATED AREAS

The Council Secretary reported for the information to the Council that Management was in receipt of Ministerial Circular Minute No. MLGRD/101/12/3 dated 23rd June 2023 from the Permanent Secretary – Technical Services directing Local Authorities to ensure the enhancement of development control on the growing trend of sale of alcohol in undesignated areas contrary to the Planning Regulations, especially on development related to the sale and/or consumption of alcohol.

The letter was attached as “**APPENDIX “II”**”

The report was thereafter **NOTED**

ELECTION OF COUNCILLOR TO SIT ON THE SERENJE CENTRAL CDF COMMITTEE

The Council Secretary reported for the Consideration to the Council that following the election of the Deputy Council Chairperson – Councillor Dauglas Free Jones Sigauke who was a member of the Constituency Development Fund Committee (**CDFC**) on 22nd May, 2023, the position of Councillor in the Serenje Central **CDFC** had become vacant.

Thereafter, the Council was requested to proceed to nominate and elect a Councillor to sit on the Serenje Central CDF Committee.

After due consideration of the report and on a proposal by Councillor Mwendwe Bravers and duly seconded by Councillor Mumbi Peter, it was;

RESOLVED TO RECOMMEND

That Councillor Kabwe Thelma of Kabamba Ward **be elected** as a member of the Serenje Central CDF Committee.

There being no further business to transact, the Chairperson declared the meeting closed at 16:50 hours after the National Anthem was sung and thereafter a closing prayer was given by Bishop Kasele Samson the Chaplain.

COUNCIL

CHAIRPERSON.....SIGN.....DATE.....



**ACTION TAKEN REPORT FOR THE RESOLUTIONS OF THE COUNCIL MEETING HELD ON
FRIDAY 19TH JULY, 2023**

MINUTE NO.	HEADING/RESOLUTIONS	ACTION TAKEN	RESPONSIBLE OFFICER
OC/64/04/23	<p>APPLICATION FOR REMISSION OF PROPERTY RATES BY MALCOM MOFFAT COLLEGE OF EDUCATION</p> <p>RESOLVED</p> <p>That the application for the remission of property rates by Malcom Moffat College of Education be APPROVED.</p>	DONE	DPO
OC/65/04/23	<p>PREPARATION OF SERENJE TOWN COUNCIL NEW MAIN VALUATION ROLL</p> <p>RESOLVED</p> <ul style="list-style-type: none"> - That the preparation of Serenje Town Council new Main Valuation Roll be APPROVED. - That the request by Chitambo Town Council for a joint partnership with Serenje Town Council in the preparation of the new main Valuation Roll be APPROVED. 	DONE	DPO
SC/02/05/23	<p>BUDGET VARIATION</p> <p>RESOLVED</p> <p>That the Budget Variation of funds amounting to Four Hundred thousand Kwacha (K400, 000) from the Council Chamber allocation under 20% Capital approved budget to prepare and</p>	DONE	CT

	<p>update the Joint Valuation Roll for Serenje and Chitambo Town Councils and funds amounting to One Hundred and Fifty Thousand Kwacha (K150, 000) from the Construction of Refuse Bays to have a Tribunal Sitting be APPROVED.</p>		
PWD&RE/211/06/23	<p>APPLICATION FOR NORMALIZATION OF L/MUNTE/18 SITUATED IN MUNTE FARM BLOCK – MWANJELEKA NDALAMA</p> <p>RESOLVED That the application for normalization of L/Munte/18 situated in Munte Farm Block by Mr Mwanjeleka Ndalama be APPROVED.</p>	DONE	DPO
PWD&RE/212/06/23	<p>APPLICATION FOR THE CONVERSION OF 500 HECTARES OF LAND IN CHIEF CHIBALE'S CHIEFDOM BY THERESA NJAKAYAKA</p> <p>RECOMMENDED - That the application for the conversion of 250 Hectares of land in Chief Chibale's Chiefdom by Theresa Njakayaka be APPROVED. That the excess land be submitted to the Commissioner of Lands for onward approval</p>	DONE	DPO
PWD&RE/213/06/23	<p>APPLICATION FOR THE CONVERSION OF 1 HECTARE OF LAND IN CHIEF KABAMBA'S CHIEFDOM BY OXYGEN GAS MANUFACTURING</p> <p>RECOMMENDED THAT -That the application for the conversion of 1 hectare of land in chief kabamba's chiefdom by Oxygen Gas Manufacturing be REFERRED back to management. -The applicant was advised to re-</p>	DONE	DPO

	engage His Royal Highness Chief Kabamba for further discussions -The applicant was advised to the Forestry Department for further guidance in environmental matters.		
PWD&RE/214/06/23	<p>APPLICATION FOR THE CONVERSION OF 1.3 HECTARES OF LAND IN CHIEF KABAMBAS CHIEFDOM BY VOLKOV INFRA LIMITED</p> <p>RECOMMENDED That the application for the conversion of 1.3 hectares of land in chief kabamba's Chieftdom by Volker Infra Limited be REFERRED back to management. The applicant was advised to re-engage His Royal Highness Chief Kabamba for further discussions The applicant was advised to the Forestry Department for further guidance in environmental matters.</p>	DONE	DPO
PWD&RE/215/06/23	<p>APPLICATION FOR THE CONVERSION OF 250 HECTARES OF LAND IN CHIEF CHIBALE'S CHIEFDOM BY JAMES KALUNGA</p> <p>RECOMMENDED That the application for the Conversion of 250 Hectares of land in Chief Chibale's Chieftdom James Kalunga be APPROVED.</p>	DONE	DPO
PWD&RE/216/06/23	<p>APPLICATION FOR FRESH MINUTE GENERATION FROM JACQUELINE CHISELA NONDE</p> <p>RECOMMENDED That the application for Fresh Minute Generation from Jacqueline Chisela Nonde be REFERRED BACK to management.</p>	DONE	DPO

PWD&RE/217/06/23	REQUEST FOR CANCELLATION OF OFFER LETTER RECOMMENDED That the request for cancellation of offer letter be APPROVED .	IN THE PROCESS	DPO
PWD&RE/218/06/23	PROPOSED RE-PLANNING OF PLOT NUMBER SER/2447 FOR MR. GEORGE NKHATA RECOMMENDED That the proposed Re-Planning of plot number SER/2447 for Mr. George Nkhata be APPROVED .	DONE	DPO
PWD&RE/219/06/23	CONSIDERATION OF AN ALTERNATIVE RESIDENTIAL PLOT TO MR. MUNTHALI NICHOLAS RECOMMENDED That the Consideration of an Alternative Residential Plot to Mr. Munthali Nicholas be APPROVED .	IN THE PROCESS	DPO
PWD&RE/220/06/23	APPLICATION FOR FRESH MINUTE GENERATION - APOSTOLIC FAITH MISSION OF PORTLAND OREGON ZAMBIA RECOMMENDED That the Application for Fresh Minute Generation by the Apostolic Faith Mission of Portland Oregon Zambia be APPROVED	DONE	DPO
PWD&RE/221/06/23	APPLICATION FOR PLOT NORMALISATION RECOMMENDED That the Application for Plot Normalization by the following that appeared before the committee be APPROVED .	IN THE PROCESS	DPO

PWD&RE/222/06/23	<p>NORMALISATION OF PLOTS THAT CAN NOT BE FOUND IN THE SYSTEM</p> <p>RECOMMENDED That the Normalization of Plots that could not be found in the System be APPROVED.</p>	IN THE PROCESS	DPO
PWD&RE/223/06/23	<p>APPLICATION FOR THE NORMALIZATION OF FARM L/MUNTE/1</p> <p>RECOMMENDED That the Application for the normalization of Farm L/Munte/1 be APPROVED.</p>	DONE	DPO
PWD&RE/224/06/23	<p>COMPLETION OF THE SERENJE DISTRICT INTEGRATED DEVELOPMENT PLAN – IDP</p> <p>RECOMMENDED That the report on the completion of the Serenje District Integrated Development Plan - IDP be APPROVED.</p>	DONE	DPO
FHR&GP/70/06/23	<p>RECEIPTS AND PAYMENTS AS AT 31ST MARCH, 2023</p> <p>RECOMMENDED That the report on Receipts and Payments as at 31st March, 2023 be considered.</p>	DONE	CT
FHR&GP/71/06/23	<p>MOTEL PROFIT AND LOSS AS AT 31ST MARCH, 2023</p> <p>RECOMMENDED That the report on Motel profit and Loss as at 31st March, 2023 be considered.</p>	DONE	CT
FHR&GP/77/06/23	<p>FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER, 2018, 2019, 2020 AND 2021</p> <p>RECOMMENDED That the report on financial statements for the year ended 31st December, 2018, 2019, 2020 and 2021 be considered.</p>	DONE/ submitted and grant had been realised	

AUD/39/06/23	UNPAID BILLS AT IBOLELO VALLEY VIEW INN (COUNCIL MOTEL) RESOLVED That management should make a payment plan and the matter be kept in view.	DONE	CT
AUD/40/06/23	OFFICERS AND CIVIC LEADERS OWING IBOLELO VALUE VIEW INN RESOLVED That management should write letters to the affected Officers and Councillors and the matter be kept in view.	DONE	CT/DCS
AUD/42/06/23	UNDER COLLECTION OF REVENUE RESOLVED That the report on Under Collection of Revenue be kept in view.	Put on task force and engaged WDC	CT
AUD/43/06/23	SPOT CHECK AT THE DRY PORT RECOMMENDED That management should work on all the necessity renovations at the Dry Port. That management should be vigilant of the happenings at the Dry Port as it had potential to perform better than the reports received.	IN THE PROCESS	DOW
AUD/44/06/23	OPERATIONS AT THE COUNCIL MOTEL RECOMMENDED That a qualified Food and Beverage Supervisor be employed through the Human Resource Management Committee.	DONE	DCS
AUD/45/06/23	FAILURE TO MAINTAIN COUNCIL BUILDINGS AT THE MAIN MARKET RECOMMENDED		

	That the report on Failure to Maintain Council Buildings at The Main Market be kept in view.	IN THE PROCESS	DOW
--	--	---------------------------	-----



SERENJE TOWN COUNCIL

MINUTES OF THE SPECIAL PLANS, WORKS, DEVELOPMENT AND REAL ESTATES COMMITTEE MEETING HELD IN THE COMMITTEE ROOM, CIVIC CENTRE, NG'ANSWA ROAD SERENJE, ON FRIDAY 12TH AUGUST, 2022 AT 09:00 HOURS.

PRESENT

COUNCILLORS:	Francis Katoma	-	Chairperson
	Leonard Kanchepa	-	Member
	Brighton Yamba	-	Member
	Elvis Chisenga	-	Member
	Boyd Ngoma (Chief Kabamba)-	-	Member
	Dorris S. Ikona	-	V/C/C/Person (Ex-Officio)

OFFICERS PRESENT

:	Milly Muluti	-	Council Secretary
	Smart Muwowo	-	D/Council Secretary
	Chola Mwila	-	D/Director of Works
	Sarah M. Chewe	-	Chief Admin. Officer
	Mukuka Chileshe	-	Procurement Officer
	Soft Tembo	-	Town Planner
	Alfred Lubula	-	C/Human Resource Officer
	Roy Munkondya	-	Valuation Officer
	Dainess Mkandawire	-	Assist. Town Planner
	Frank Malata	-	Planner
	Sifuniso R. Musole	-	Assist. Committee Clerk

OTHER OFFICIALS

PRESENT	:	Jacob Shawa	-	District Agricultural Coordinator
		Chipengo Mudenda	-	Office of the President
		Michael Chanda	-	Acting District Water Development Officer

Titus Chulu
Taonga Phiri

- Immigration Department
- Immigration Department

OPENING PRAYER

The opening prayer was given by Mr. Alfred Lubula at 10:15 hours.

NOTICE OF MEETING

The notice convening the meeting was read by the Council Secretary and the meeting was called to order at 10:15 hours.

CHAIRPERSONS OPENING REMARKS

The Committee Chairperson thanked all who were present in the meeting and urged full participation. He also noted that there was an overwhelming response in the applications and implored the Committee to have fairness during interview process.

REPORT OF THE DISTRICT PLANNING OFFICER

SPWD&RE/01/08/22 APPLICATIONS FOR PLOTS WITHIN THE TOWNSHIP: COMMERCIALS, RESIDENTIALS AND FARMS

The District Planning Officer reported to the Committee that management was in receipt of applications for plots within the Township; Commercial, Residential and Farms and that for the New Market, Twenty Five (25) Commercial plots were advertised and had a total number of Two Hundred and One (201) applicants. Kambobe area, twenty (20) Commercial plots were advertised and had a total of forty one (41) applicants. Meanwhile at the Town Center, Eight (08) commercial plots were advertised and Eighty (80) applications were received and that Sixty Three (63) Farm plots were advertised, Twenty Two (22) were taken and Seven (07) were fully paid for.

However, at the Turnoff area, Five (05) Commercial plots were advertised and all were paid for while at Kambobe extension, three residential plots were advertised and all paid for.

The Committee heard that following the opening up of new areas within the Township and the advertisement that was done, the following were the successful applicants who had been invited to appear before the Committee for consideration.

APPLICATIONS FOR PLOTS WITHIN THE TOWNSHIP: COMMERCIALS RESIDENTIALS AND FARMS

NEW MARKET

NO.	NAME OF APPLICANT	NRC#	SEX	AREA	REMARKS
1.	Wisdom Simukonda	244796/12/1	M	New Market	
2.	John Mwape	923429/11/1	M	New Market	
3.	Charles Mukwasa	232937/42/1	M	New Market	
4.	Violet Kasuba	204036/31/1	F	New Market	
5.	Benston Kanche	227375/12/1	M	New Market	
6.	Bornwell Musonda	189344/12/1	M	New Market	
7.	Joseph Mumba	439735/61/1	M	New Market	
8.	Prosper Ernest Kunda and Francis Mwepu	222612/12/1	M	New market	
10.	Hardwell Kunda	190298/12/1	M	New Market	
11.	Lazarus Mwaba	185122/12/1	M	New Market	
12.	Kelvin Kambalakata	197652/12/1	M	New Market	
13.	Paul Simpasa	233927/42/1	M	New Market	
14.	Albert Mubanga	192819/12/1	M	New Market	
15.	Lunda Mirriam	226892/12/1	F	New Market	
16.	Kalinga Kachingwe	173696/12/1	M	New Market	
17.	Godfrey Mupando	215334/24/1	M	New Market	
18.	Innocent Mupondwa	255358/16/1	M	New Market	
19.	Lawrence Chishimba	553787/11/1	M	New Market	
20.	Robert Mhango	169902/10/1	M	New Market	
21.	Emmans Garden		M	New Market	
22.	Emmanuel Mukosha	182294/12/1	M	New Market	
23.	George Tembo	158139/95/1	M	New Market	
24.	Elias Tembo	233087/67/1	M	New Market	
25.	Mpazi Simuchimba	214468/47/1	M	New Market	
26.	Greenford Sakala	248196/12/1	M	New Market	
27.	Eddy Mwandu	275491/12/1	M	New Market	
28.	Davis Sikambale	174738/12/1	M	New Market	
29.	Hellen Mumba	248226/12/1	F	New Market	
30.	Giff Diamani Kawama	181072/12/1	M	New Market	

31.	Mercy Mupeta	253176/12/1	F	New Market	
32.	Mumba Kangwa Mwaba	327798/12/1	M	New Market	
33.	Isaac Sinkala	204193/12/1	M	New Market	
34.	Davies Chabala	206386/12/1	M	New Market	
35.	Richard Kunda	768184/11/1	M	New Market	
36.	Dimmali Mbulo	127610/12/1	M	New Market	
37.	Tresina Miti	139778/19/1	F	New Market	
38.	Frolence Chanda	199066/12/1	F	New Market	
39.	Geoffery Sinkamba	174645/63/1	M	New Market	
40.	Jean Mwelwa	309428/12/1	F	New Market	
41.	Potpher Chipanga	212927/13/1	M	New Market	
42.	Loveness Manyunshi	172922/16/1	F	New Market	
43.	Daisy Chunga	371838/67/1	F	New Market	
44.	Moses Siame	209414/12/1	M	New Market	
45.	Lubosi Nalishebo	260909/12/1	M	New Market	
46.	Raveta Mtonga	193682/73/1	F	New Market	
47.	Abigail C. Shamukale	188410/65/1	F	New Market	
48.	Jonathan Musonda	191905/12/1	M	New Market	
49.	Amos Sikalumba	205154/42/1	M	New Market	
50.	Geoffrey Chila	183909/12/1	M	New Market	
51.	Kelvin Sikambale	188513/12/1	M	New Market	
52.	Isaac Chibuye	193351/12/1	M	New Market	
53.	Ignatius Ngosa	172535/12/1	M	New Market	
54.	Andrew Chisenga	258398/12/1	M	New Market	
55.	Alice Chulu	191511/12/1	F	New Market	
55.	Lawrence Silungwe	197786/47/1	M	New Market	
56.	Moses Mwape	212693/44/1	M	New Market	
57.	Tonny Lungu	333280/61/1	M	New Market	
58.	Peter Simbaya	232396/13/1	M	New Market	
59.	Clif M. Munjile	208855/76/1	M	New Market	
60.	Judy Mambwe	204003/14/1	F	New Market	
61.	Consance Nkandu	295312/62/1	F	New Market	
62.	Jacqueline Chisela Nonde	215967/42/1	F	New Market	
63.	Baron Kunda	278743/12/1	M	New Market	
64.	Harriet Masase	213480/12/1	F	New Market	
65.	Charity Mtawale	309627/16/1	F	New Market	
66.	Natasha Mutakasha	240618/12/1	F	New Market	
67.	Bwalya A. Mulenga	164286/65/1	M	New Market	
68.	Joe Chibuye	209203/12/1	M	New Market	
69.	Gift Chidata	246024/23/1	M	New Market	
70.	Jeremiah Malasha	259057/12/1	M	New Market	
71.	Edward Mboyonga	151413/62/1	M	New Market	
72.	Everlyn Chisenga	166368/12/1	F	New Market	
73.	Arther Kantoolo	180216/12/1	M	New Market	
74.	Morgan Chisenga Mwanje	142987/12/1	M	New Market	
75.	Robyson Silungwe	104613/95/1	M	New Market	

76.	Joy Siame	210575/12/1	F	New Market	
77.	Sean Mlabe	256371/12/1	M	New Market	
78.	Brian Lombe	226296/12/1	M	New Market	
79.	Clinton Kabango	281848/12/1	M	New Market	
80.	Jane Walima	323546/66/1	F	New Market	
81.	Komani Lapukeni	121092/95/1	M	New Market	
82.	Mambwe Hared Chanda	204004/41/1	M	New Market	
83.	Kennedy Mwansa	227084/12/1	M	New Market	
84.	Freezer Mupeta	285084/12/1	M	New Market	
85.	Edward Sinkala	113407/95/1	M	New Market	
86.	Frank Mwalwela	133511/18/1	M	New Market	
87.	Mervin Sinkala	290563/12/1	M	New Market	
88.	Gladys Masiye	102569/54/1	F	New Market	
89.	Webby Chabala Kunda	229000/67/1	M	New Market	
90.	Everlyn Namukanga	113585/95/1	F	New Market	
91.	Kunda Gravis Nkandu	262261/68/1	M	New Market	
92.	Ruth Nalavwe	204873/45/1		New Market	
93.	Mathews Mambwe	224410/12/1	M	New Market	
94.	TizaMufune	326024/67/1	F	New Market	
95.	Luckson Simukonda	189838/47/1	M	New Market	
96.	Hawela Belden Moonga	298065/14/1	M	New Market	
97.	Abigail Nyirongo	291254/12/1	F	New Market	
98.	Kelly Sianjina	263975/76/1	M	New Market	
99.	Frank Siandima	615018/11/1	M	New Market	
100.	Grace Tembo	222433/12/1	F	New Market	
101.	Christopher Kosamu	195501/12/1	M	New Market	
102.	Kunda Aaron	191810/12/1	M	New Market	
103.	Samson Phiri	232615/12/1	M	New Market	
104.	Christabel Mulenga	214692/12/1	F	New Market	
105.	Bertwell Ngosa	257253/12/1	M	New Market	
106.	Ireen Chisenga	174310/12/1	F	New Market	
107.	Janet Kabalukila	237769/15/1	F	New Market	
108.	Levison Sondashi	181131/12/1	M	New Market	
109.	Oscar Ndhlovu	137126/18/1	M	New Market	
110.	Annie Chama Chishimba	214983/12/1	F	New Market	
111.	Belinda Mwaba	244271/12/1	F	New Market	
112.	Juliana Mbewe	282410/11/1	F	New Market	
113.	Esnart Nkhoma	209651/47/1	F	New Market	
114.	Kamfwa Harrison	281838/12/1	M	New Market	
115.	Suzen Nakonde	228490/12/1	F	New Market	
116.	Efford M. Mungoni	293493/73/1	M	New Market	
117.	Christine Mwale	189207/12/1	F	New Market	
118.	Isaac Chipeta	184680/12/1	M	New Market	
119.	Greenford Sakala	248196/12/1	M	New Market	
120.	Kantimba Enterprises	169257/45/1		New Market	

	Limited				
121.	Abraham K. Malilo	213761/12/1		New Market	
122.	Dorcias Mululu	244461/16/1	F	New Market	
123.	Chola Mwila	346338/66/2	F&M	New Market	
124.	George Kunda	215756/12/1	M	New Market	
125.	Meldy Changwe	244881/12/1	F	New Market	
126.	Mike Simukoko	198541/12/1	M	New Market	
127.	Brenda Kunda	210456/12/1	F	New Market	
128.	Ruth Chikamba	183260/74/1	F	New Market	
129.	Andala Chipelelelo	150964/12/1	M	New Market	
130.	Maly Nkandu	114986/12/1	F	New Market	
131.	Joshua Daka	148637/55/1	M	New Market	
132.	Alfred Lubulu	122757/18/1	M	New Market	
133.	Marjorie Namonje	219645/64/1	F	New Market	
134.	Richard Mwansa	181469/41/1	M	New Market	
135.	Innocent Kalunga	260870/12/1	M	New Market	
136.	Chiko Macha	258798/12/1	M	New Market	
137.	Challens Londe	116039/91/1	F	New Market	
138.	Emmanuel Mukosha Mambwe	227144/12/1	M	New Market	
139.	Peggy Mwata Namwinga	191134/47/1	F	New Market	
140.	Clement Mulenga & Racheal Nanyinza	262509/16/1	M	New Market	
141.	Cephas Sampa Mubanga	184003/12/1	M	New Market	
142.	Benson Ndhlovu	202678/68/1	M	New Market	
143.	Robson Kanchule&Annet Kabamba	256884/17/1	M&F	New Market	
144.	Kunda Mulela	188097/12/1	F	New Market	
145.	Annie Ngoma	486164/52/1	F	New Market	
146.	Emelly Nachembe	557522/11/1	F	New Market	
147.	Agness Mtonga	28379/12/1	F	New Market	
148.	Mathews Sichiweze	256915/12/1	M	New Market	
149.	Salivan Nkandu	228046/12/1	M	New Market	
150.	Loveness Nakanyika	204276/42/1	F	New Market	
151.	Precious Filikoti	269680/68/1	F	New Market	
152.	Soft Tembo	246747/71/1	M	New Market	
153.	Ruth Chewe	216856/12/1	F	New Market	
154.	Alex Mutale	138658/10/1	M	New Market	
155.	Thomas Banda	449584/52/1	M	New Market	
156.	Emmanuel Chasangalala	277688/24/1	M	New Market	
156.	Isaac Simukonda	253278/42/1	M	New Market	
157.	Eperial Chisenga	240218/13/1	M	New Market	
158.	Lizzie Nanyinza	193486/47/1	F	New Market	
159.	Paul Tillys Nyirenda	184476/13/1	M	New Market	
160.	Sarah Masiye	183361/71/1	F	New Market	
161.	Justina Nakazwe	183821/12/1	F	New Market	
162.	Cashwell Chisenga	176474/12/1	M	New Market	

163.	Frank Sinfukwe	197114/16/1	M	New Market	
164.	Ruth Kavwala	223630/64/1	F	New Market	
165.	Lenton Sikana	212890/16/1	M	New Market	
166.	Shadreck Chibale	167238/65/1	M	New Market	
167.	Charles Katai Pasuwa	152730/35/1	M	New Market	
168.	Wendy Lungu	288620/68/1	F	New Market	
169.	Poster Chibale	221643/13/1	M	New Market	
170.	Romanzi Phiri	272185/16/1	F	New Market	
171.	Ireen Musonda	210033/13/1	F	New Market	
172.	Agness Mulenga Kabwe	178520/12/1	F	New Market	
173.	Hope Longwe	259836/12/1	M	New Market	
174.	Fredrick Mampilu Wakutaipa	189457/71/1	F	New Market	
175.	Noah Mbewe	114047/54/1	M	New Market	
176.	Emma Mutale	258440/12/1	M	New Market	
177.	Damas Chibuye	166257/12/1	M	New Market	
178.	Sandra Tembo	293684/12/1	F	New Market	
179.	Patricia Mwansa	110274/69/1	F	New Market	
180.	Bridget Sherings Tembo	253122/12/1	F	New Market	
181.	Oscar Mwape	319684/61/1	M	New Market	
182.	Regina Simama	151999/12/1	F	New Market	
183.	Emmanuel Chikumbato	208106/68/1	M	New Market	
184.	Christine Mutambo	184916/12/1	F	New Market	
185.	Charity Kalengo	339582/61/1	F	New Market	
186.	Chomba Kaleya	228102/12/1	M	New Market	
187.	Joe Walubita	171680/72/1	M	New Market	
188.	Nelly Mwanza	422024/53/1	F	New Market	
189.	Charles Chipasha	544318/11/1	M	New Market	
190.	Chisanga Edyga Chelu	174007/46/1	M	New Market	
191.	Musonda Munshya	185202/12/1	M	New Market	
192.	Lydia Musonda	158416/63/1	F	New Market	
193.	Febby Kyolobesa	187600/12/1	F	New Market	
194.	Triza Mwaba	245169/62/1	F	New Market	
195.	Patricia Ndabala	190544/12/1	F	New Market	
196.	Friday Katombi	184324/15/1	M	New Market	
197.	Mukuka Chileshe	392522/61/1	M	New Market	
198.	Nicholas Musonda	188804/91/1	M	New Market	
199.	Dainess Mkandawire	148873/10/1	F	New Market	

200.	Ng'andwe Ngosa	518036/67/1	F	New Market	
201.	Patricia Lako	115959/35/1	F	New Market	

KAMBOBE AREA

NO.	NAME	NRC#	SEX	AREA	REMARKS
1.	David Mwanza	185383/12/1	M	Kambobe	
2.	Mulenga Lister Musonda	546997/52/1	F	Kambobe	
3.	Eddie Musonda Chunga	184868/12/1	M	Kambobe	
4.	Joseph Sikaonga	187512/12/1	M	Kambobe	
5.	David Chibwe	266729/33/1	M	Kambobe	
6.	Nelson Chembo	177230/16/1	M	Kambobe	
7.	Womba Chimwanga	319831/12/1	M	Kambobe	
8.	Ketiwaluz Enterprise	171680/72/1	M	Kambobe	
9.	Austria Chisenga	307342/53/1	M	Kambobe	
10.	Eusto Laimo Kunda	12 6206/12/1	M	Kambobe	
11.	Joseph Bwalya	160854/45/1	M	Kambobe	
12.	Regina Kasuko	189979/12/1	F	Kambobe	
13.	Elizabeth Chilekwa	209752/12/1	F	Kambobe	
14.	Rolana Phiri	387691/74/1	F	Kambobe	
15.	Christabell Mukwasa	216784/12/1	F	Kambobe	
16.	Temwani Namonje	383253/12/1	F	Kambobe	
17.	Juma Nyirongo	256528/12/1	F	Kambobe	
18.	Ackson Kabesha Mwelwa	133600/71/1	F	Kambobe	
19.	Gladys Tembo	213150/12/1	F	Kambobe	
20.	Blessings Kasuko	219855/12/1	F	Kambobe	
21.	Elizabeth Mukanda	172446/12 1	F	Kambobe	
22.	Chibuye Raston Mambwe	134297/12/1	M	Kambobe	
23.	Biuston Songwe	934405/11/1	M	Kambobe	
24.	Maimbo Chisenga	216139/12/1	M	Kambobe	
25.	Lewis Mukosha	416652/74/1	M	Kambobe	
26.	Banji. C. Nchimunya	298362/74/1	M	Kambobe	
27.	Azory Chipanda	306353/10/1	M	Kambobe	
30.	Oliver Lungu	169161/12/1	M	Kambobe	
31.	Martin Chisupa	254426/52/1	M	Kambobe	
32.	Crybet Hamaimbo	244388/12/1	M	Kambobe	
33.	Elizabeth Musonda	324312/12/1	F	Kambobe	
34.	Sydney K. Chileshe	170282/65/1	M	Kambobe	
35.	Annie Chinga	406479/10/1	F	Kambobe	
36.	Gregory Richard Chanda	214423/47/1	M	Kambobe	
37.	Christopher Namangolwa	113255/18/1	M	Kambobe	
38.	Thomas Muzimu	145129/10/1	M	Kambobe	
39.	Wilfred Mulenga	228079/12/1	M	Kambobe	
41.	Patrick MwabaMukuka	155464/43/1	M	Kambobe	

TOWN CENTER

NO.	NAME	NRC NO.	SEX	AREA	REMARKS
1.	Musonda Kunda &	197607/12/1	M&F	Town Center	

	Kenneth Muleya				
2.	Benson Silwamba	342608/82/1	M	Town Center	
3.	Cephas Sikanyika	232314/45/1	M	Town Center	
4.	Clarissa Chikamba	127654/12/1	M	Town Center	
5.	Nshenda General Dealers			Town Center	
6.	Anold Chande	213549/12/1	M	Town Center	
7.	Miyoba Moonga	271167/73/1	F	Town Center	
8.	George K. Kandafula	264940/33/1	M	Town Center	
9.	Moses Chisenga	171480/12/1	M	Town Center	
10.	Royce Changwe	198235/12/1	F	Town Center	
11.	Honesty Mwila	112878/78/1	F	Town Center	
12.	Ruth Nambule	278402/61/1	F	Town Center	Paid
13.	Frank Siandima	615078/11/1	F	Town Center	
14.	Richmar General Trading Limited			Town Center	
15.	Frezzer Chanda Chibesa	185316/12/1	M	Town Center	
16.	Charles Mwelwa	152641/12/1	M	Town Center	
17.	Judith Chisule	350570/16/1	F	Town Center	
18.	Joseph Simukanga	191047/47/1	M	Town Center	
19.	Joseph Nyirenda	128418/91/1	M	Town Center	
20.	Easy Way Solution Limited			Town Center	
21.	Gillian Chanda Musenga	139175/10/1	M	Town Center	
22.	Joseph Nyirenda	270391/16/1	M	Town Center	
23.	Bashka farming & transport LTD	578609/99/3		Town Center	
24.	Misheck Sichilongo	225626/47/1	M	Town Center	
25.	Malilo Musonda	244102/12/1	M	Town Center	
26.	Eidle Transport & General Dealer			Town Center	
27.	Stephen Sikaonga	189400/12/1	M	Town Center	
28.	Kingmore Mulenga Janet Mudenda	258498/12/1	M&F	Town Center	
29.	Bashila Farming and Transport LTD			Town Center	
30.	Aidmed Pharmacy Limited			Town Center	
31.	Charles Sakala	208112/12/1	M	Town Center	
32.	Gaulani Agrovet Zambia Limited			Town Center	
33.	Peter Mumbi	222502/68/1	M	Town Center	
34.	James Phiri	294573/61/1	M	Town Center	
35.	Bernard Chipeta	190699/12/1	M	Town Center	
36.	Sidney Kosa	198017/12/1	M	Town Center	
37.	Victor Simpito	106878/95/1	M	Town Center	
38.	Habakkuk Malama	195205/12/1	M	Town Center	
39.	Kelvin Z. Mtonga	526882/11/1	M	Town Center	
40.	Ernest Laphael Daka	136047/53/1	M	Town Center	
41.	Karren Kabamba	210785/13/1	F	Town Center	
42.	Mbulu Gladys	283392/43/1	F	Town Center	

43.	Glory Ndhlovu	126317/18/1	M	Town Center	
44.	Mwape Musonda	151653/61/1	M	Town Center	
45.	Maggie Nakazwe	166366/12/1	F	Town Center	
46.	Milly P.C Lombe	268748/67/1	F	Town Center	
47.	Lubasi Liywalii	343983/74/1	M	Town Center	
48.	Peter Mukosha	311952/61/1	M	Town Center	
49.	Enerst Chisenga	291226/12/1	M	Town Center	
50.	Margret Kandafula	288586/12/1	F	Town Center	
51.	Vivian Mvula	158316/46/1	F	Town Center	
52.	Renox Chisanga	213662/47/1	M	Town Center	
53.	Suzen Chansa	185242/12/1	F	Town Center	
54.	Joyce Tembo Mukata	183998/12/1	F	Town Center	
55.	Kesim Gen. Dealers			Town Center	
56.	Maximo Mwewa	190118/12/1	M	Town Center	
57.	Jelita Mulenga	188336/12/1	F	Town Center	
58.	Kelvin Simwanza	110093/95/1	M	Town Center	
59.	Andrew Mpyakula	184235/12/1	M	Town Center	
60.	Memory Kunda	227818/12/1	F	Town Center	
61.	Kelvis Samechi	263027/12/1	M	Town Center	
62.	Rose Luhanga	167432/47/1	F	Town Center	
63.	Rosemary Chisanga	235395/46/1	F	Town Center	
64.	Mulenga Musonda	254405/12/1	M	Town Center	
65.	Mary Katema	156331/31/1	F	Town Center	
66.	Jonathan Phiri	294950/16/1	M	Town Center	
67.	Nevious Kaumba	138600/77/1	M	Town Center	
68.	Besa Sharon Kandafula&Sailanga Sikazwe	226092/12/1	F & M	Town Center	
69.	Patience Chisenga	254417/12/1	F	Town Center	
70.	Roy Munkondya	422223/61/1	M	Town Center	
71.	Kayi Mineral And General dealer			Town Center	
72.	Vellah Nachangala	238920/16/1	F	Town Center	
73.	Reagan Tayali	273721/12/1	M	Town Center	
74.	Justina Bwalya	191914/47/1	F	Town Center	
75.	Voilet Kalando	152339/65/1	F	Town Center	
76.	Pamela Mumpasha	303924/16/1	F	Town Center	
77.	Estella Rosaline Chembe	834758/10/1	F	Town Center	
78.	Malipilo Mambwe	372131/67/1	M	Town Center	
79.	Davison Chibale	132521/12/1	M	Town Center	
80.	Maamba C. Michael	184848/12/1	M	Town Center	

APPLICATIONS FOR FARMLAND- LUOMBWA FARM BLOCK

1.	Lawrence Chishimba	553787/11/1	M	Luombwa	
2.	Innocent Mupondwa	255358/16/1	M	Luombwa	
3.	Charles Tembo	486259/11/1	M	Luombwa	
4.	Malambo Sakala	153026/10/1		Luombwa	
5.	Victoria Anna Longwe Mubanga	453795/11/1	F	Luombwa	

6.	Chibeza Chinda	338989/74/1	M	Luombwa	
7.	Efford Mungoni	293493/73/2	M	Luombwa	
8.	Alex Mubita	199372/15/1	M	Luombwa	
9.	Chiyangi Katanga	306946/10/1	M	Luombwa	
10.	Charity Choombe	258800/74/1	F	Luombwa	
11.	Michael Mwela	806475/11/1	M	Luombwa	
12.	Christopher B. Lyoba	197983/32/1	M	Luombwa	Paid
13.	Christopher B. Lyoba	197983/32/1	M	Luombwa	Paid
14.	Robert Kelly Salati	235982/16/1	M	Luombwa	Paid
15.	Robert Kelly Salati	235982/16/1	M	Luombwa	Paid
16.	Muyapekwa Kalima	709787/11/1	F	Luombwa	
17.	Sishekano Liseli	232956/68/1	F	Luombwa	Paid
18.	James Tembo	137074/68/1	M	Luombwa	
19.	Joyce Puta Mwansa	161534/64/1		Luombwa	
20.	Maina Muyumbilwa	266376/73/1	F	Luombwa	
21.	Chungu Sikazwe	270081/66/1	F	Luombwa	Paid
22.	Sureya Malik	161935/10/1	F	Luombwa	Paid
23.	Chibwe Emmanuel	243130/43/1	M	Luombwa	
24.	Vincent Kanyanta	303100/61/1	M	Luombwa	

APPLICATIONS FOR COMMERCIAL PLOTS- TURN OFF AREA

	NAME	NRC NUMBER	SEX	LOCATION	PREMIUM
1.	Pamela Mumpanshya	303924/16/1	F	Turn Off	Paid
2.	TIME TRUCKING LIMITED			Turn Off	Paid
3.	TIME TRUCKING LIMITED			Turn Off	Paid
4.	Phillip Kosamu	180743/12/1	M	Turn Off	Paid
5.	Melody Mulambya	462486/61/1	F	Turn Off	Paid

APPLICATIONS FOR RESIDENTIAL PLOTS- KAMBOBE AREA

	NAME	NRC NUMBER	SEX	LOCATION	REMARKS
1.	Elidad Siame	300084/61/1	M	Kambobe	Paid
2.	Neta Sachuzi	402665/61/1	M	Kambobe	Paid
3.	Francis Katoma				Part Payment

SPWD&RE/02/08/22

ADJOURNMENT OF THE MEETING

Having had interviewed the people who had applied for plots at the New Market, Kambobe, Town Center, Farms, Turn Off, and Kambobe Extension, on a proposal by Councillor Brighton Yamba and duly seconded by Councillor Elvis Chisenga, it was;

RESOLVED That,

The meeting be adjourned to a later date before the Ordinary Council Meeting for selection of successful applicants.

SPWD&RE/03/08/23

RESUMPTION OF THE MEETING

The meeting was resumed on 31st August, 2023 at 09:00 hours.

PRESENT

COUNCILLORS:	Emmanuel Mukosha	-	Chairperson
	Francis Katoma	-	Member
	Mwiinga Hamalabbi	-	Member
	Thomas Phiri	-	Member
	Dauglas Free Jones Sigauke	-	Deputy C/Person (Ex-Officio)
	Staivous Mulumba	-	Council C/Person (Ex-Officio)

APOLOGIES :	Boyd Ngoma (Chief Kabamba)-	Member
	Mwandu Giff	- Member

OFFICERS PRESENT

:	Milly Muluti	-	Council Secretary
	Smart Muwowo	-	D/Council Secretary
	Chola Mwila	-	D/Director of Works
	Katumwa Mutandi	-	District Agricultural Coordinator
	Sarah M. Chewe	-	Chief Admin. Officer
	Kelvin Chilufya	-	Assistant Internal Auditor
	Mwamba Mukupa	-	District Planning Officer
	Soft Tembo	-	Town Planner
	Chipego Mudenda	-	Officer O.O.P (S.D)
	Michael Chanda	-	Engineering Assistant
	Dainess Mkandawre	-	Assistant Town Planner
	Oscar Malipenga	-	Public Relation Officer
	George Mtika	-	D/ Council Treasurer
	Robert Phiri	-	Committee Clerk
	Sifuniso R. Musole	-	Assist. Committee Clerk

OPENING PRAYER

The opening prayer was given by Mr. Oscar Malipenga Public Relation Officer.

NOTICE OF MEETING

The notice convening the meeting was read by the Council Secretary and the meeting was called to order at 10:38 hours.

CHAIRPERSON'S REMARKS

The Chairperson welcomed everyone to the meeting and urged devolved departments to be free and make contributions as they would help in the development of the district.

SPWD&RE/04/08/23 APPLICATION FOR PLOTS WITHIN THE TOWNSHIP: COMMERCIALS, RESIDENTIALS AND FARMS

The District Planning Officer reported to the Committee that management was in receipt of applications for Commercial Plots within the Township: The table below presents the applicants who attended the interviews:

KAMBOBE AREA

NO.	NAME	NRC#	SEX	AREA
1	David Mwanza	185383/12/1	M	Kambobe
2	Mulenga Lister Musonda	546997/52/1	F	Kambobe
3	Eddie Musonda Chunga	184868/12/1	M	Kambobe
4	Joseph Sikaonga	187512/12/1	M	Kambobe
5	David Chibwe	266729/33/1	M	Kambobe
6	Nelson Chembo	177230/16/1	M	Kambobe
7	Womba Chimwanga	319831/12/1	M	Kambobe
8	Ketiwaluz Enterprise	171680/72/1	M	Kambobe
9	Austria Chisenga	307342/53/1	M	Kambobe
10	Eusto Laimo Kunda	12 6206/12/1	M	Kambobe
11	Joseph Bwalya	160854/45/1	M	Kambobe
12	Regina Kasuko	189979/12/1	F	Kambobe
13	Elizabeth Chilekwa	209752/12/1	F	Kambobe
14	Rolana Phiri	387691/74/1	F	Kambobe
15	Christabell Mukwasa	216784/12/1	F	Kambobe
16	Temwani Namonje	383253/12/1	F	Kambobe
17	Juma Nyirongo	256528/12/1	F	Kambobe
18	Ackson Kabesha Mwelwa	133600/71/1	F	Kambobe
19	Gladys Tembo	213150/12/1	F	Kambobe
20	Blessings Kasuko	219855/12/1	F	Kambobe
21	Elizabeth Mukanda	172446/12 1	F	Kambobe

22	Chibuye Raston Mambwe	134297/12/1	M	Kambobe
23	Biuston Songwe	934405/11/1	M	Kambobe
24	Maimbo Chisenga	216139/12/1	M	Kambobe
25	Lewis Mukosha	416652/74/1	M	Kambobe
26	Banji. C. Nchimunya	298362/74/1	M	Kambobe
27	Azory Chipanda	306353/10/1	M	Kambobe
30	Oliver Lungu	169161/12/1	M	Kambobe
31	Martin Chisupa	254426/52/1	M	Kambobe
32	Crybet Hamaimbo	244388/12/1	M	Kambobe
33	Elizabeth Musonda	324312/12/1	F	Kambobe
34	Sydney K. Chileshe	170282/65/1	M	Kambobe
35	Annie Chinga	406479/10/1	F	Kambobe
36	Gregory Richard Chanda	214423/47/1	M	Kambobe
37	Christopher Namangolwa	113255/18/1	M	Kambobe
38	Thomas Muzimu	145129/10/1	M	Kambobe
39	Wilfred Mulenga	228079/12/1	M	Kambobe
41	Patrick Mwaba Mukuka	155464/43/1	M	Kambobe

After a lengthy deliberation upon a proposal by Councillor Katoma Francis duly seconded by Councillor Mwiinga Hamalabbi, it was;

RECOMMEDED THAT

- Those who already had properties be excluded to give room for the marginalized group(Disabled, Women and youths)
- Applications from 1 to 21 be considered first as they scored highest and be given two weeks in which to pay failure to which the plots would be given to first come first save .

TOWN CENTRE

NO.	NAME	NRC NO.	SEX	AREA
1	Musonda Kunda & Kenneth Muleya	197607/12/1	M&F	Town Center
2	Benson Silwamba	342608/82/1	M	Town Center
3	Cephas Sikanyika	232314/45/1	M	Town Center
4	Clarissa Chikamba	127654/12/1	M	Town Center
5	Nshenda General Dealers			Town Center
6	Anold Chande	213549/12/1	M	Town Center
7	Miyoba Moonga	271167/73/1	F	Town Center

8	George K. Kandafula	264940/33/1	M	Town Center
9	Moses Chisenga	171480/12/1	M	Town Center
10	Royce Changwe	198235/12/1	F	Town Center
11	Honesty Mwila	112878/78/1	F	Town Center
12	Ruth Nambule	278402/61/1	F	Town Center
13	Frank Siandima	615078/11/1	F	Town Center
14	Richmar General Trading Limited			Town Center
15	Frezzer Chanda Chibesa	185316/12/1	M	Town Center
16	Charles Mwelwa	152641/12/1	M	Town Center
17	Judith Chisule	350570/16/1	F	Town Center
18	Joseph Simukanga	191047/47/1	M	Town Center
19	Joseph Nyirenda	128418/91/1	M	Town Center
20	Easy Way Solution Limited			Town Center
21	Gillian Chanda Musenga	139175/10/1	M	Town Center
22	Joseph Nyirenda	270391/16/1	M	Town Center
23	Bashka farming & transport LTD	578609/99/3		Town Center
24	Misheck Sichilongo	225626/47/1	M	Town Center
25	Malilo Musonda	244102/12/1	M	Town Center
26	Eidle Transport &General Dealer			Town Center
27	Stephen Sikaonga	189400/12/1	M	Town Center
28	Kingmore Mulenga	258498/12/1	M&F	Town Center
	Janet Mudenda			
29	Bashila Farming and Transport LTD			Town Center
30	Aidmed Pharmacy Limited			Town Center
31	Charles Sakala	208112/12/1	M	Town Center
32	Gaulani Agrovvet Zambia Limited			Town Center
33	Peter Mumbi	222502/68/1	M	Town Center
34	James Phiri	294573/61/1	M	Town Center
35	Bernard Chipeta	190699/12/1	M	Town Center
36	Sidney Kosa	198017/12/1	M	Town Center
37	Victor Simpito	106878/95/1	M	Town Center
38	Habakkuk Malama	195205/12/1	M	Town Center
39	Kelvin Z. Mtonga	526882/11/1	M	Town Center
40	Ernest Laphael Daka	136047/53/1	M	Town Center
41	Karren Kabamba	210785/13/1	F	Town Center
42	Mbulo Gladys	283392/43/1	F	Town Center
43	Glory Ndhlovu	126317/18/1	M	Town Center
44	Mwape Musonda	151653/61/1	M	Town Center
45	Maggie Nakazwe	166366/12/1	F	Town Center
46	Milly P.C Lombe	268748/67/1	F	Town Center
47	Lubasi Liywalii	343983/74/1	M	Town Center

48	Peter Mukosha	311952/61/1	M	Town Center
49	Enerst Chisenga	291226/12/1	M	Town Center
50	Margret Kandafula	288586/12/1	F	Town Center
51	Vivian Mvula	158316/46/1	F	Town Center
52	Renox Chisanga	213662/47/1	M	Town Center
53	Suzen Chansa	185242/12/1	F	Town Center
54	Joyce Tembo Mukata	183998/12/1	F	Town Center
55	Kesim Gen. Dealers			Town Center
56	Maximo Mwewa	190118/12/1	M	Town Center
57	Jelita Mulenga	188336/12/1	F	Town Center
58	Kelvin Simwanza	110093/95/1	M	Town Center
59	Andrew Mpyakula	184235/12/1	M	Town Center
60	Memory Kunda	227818/12/1	F	Town Center
61	Kelvis Samechi	263027/12/1	M	Town Center
62	Rose Luhanga	167432/47/1	F	Town Center
63	Rosemary Chisanga	235395/46/1	F	Town Center
64	Mulenga Musonda	254405/12/1	M	Town Center
65	Mary Katema	156331/31/1	F	Town Center
66	Jonathan Phiri	294950/16/1	M	Town Center
67	Nevious Kaumba	138600/77/1	M	Town Center
68	Besa Sharon Kandafula&Sailanga Sikazwe	226092/12/1	F &M	Town Center
69	Patience Chisenga	254417/12/1	F	Town Center
70	Roy Munkondya	422223/61/1	M	Town Center
71	Kayi Mineral And General dealer			Town Center
72	Vellah Nachangala	238920/16/1	F	Town Center
73	Reagan Tayali	273721/12/1	M	Town Center
74	Justina Bwalya	191914/47/1	F	Town Center
75	Voilet Kalando	152339/65/1	F	Town Center
76	Pamela Mumpasha	303924/16/1	F	Town Center
77	Estella Rosaline Chembe	834758/10/1	F	Town Center
78	Malipilo Mambwe	372131/67/1	M	Town Center
79	Davison Chibale	132521/12/1	M	Town Center
80	Maamba C. Michael	184848/12/1	M	Town Center

After a lengthy deliberation upon a proposal by Councillor Hamalabbi Mwiinga duly seconded by Councillor Thomas Phiri, it was;

RECOMMENDED THAT

- Applications 1,4,5,6,9,10 and 76 be considered first according to score sheet and should pay within two weeks failure to which the plots would be open to

first come first save to applicants who attended the interviews.

NEW MARKET

NO.	NAME OF APPLICANT	NRC#	SEX	AREA
1	Edward Mboyonga	151413/62/1	M	New Market
2	Wendy Lungu	288620/68/1	F	New Market
3	Alex Mutale	138658/10/1	M	New Market
4	Elias Tembo	233087/67/1	M	New Market
5	Emmanuel Chasangalala	277688/24/1	M	New Market
6	Damas Chibuye	166257/12/1	M	New Market
7	Evelyn Chisenga	166368/12/1	F	New Market
8	Andrew Chisenga	258398/12/1	M	New Market
10	Janet Kabalukila	237769/15/1	F	New Market
11	Potpher Chipanga	212927/13/1	M	New Market
12	Regina Simama	151999/12/1	F	New Market
13	Noah Mbewe	114047/54/1	M	New Market
14	Abigail C. Shamukale	188410/65/1	F	New Market
15	Lazarus Mwaba	185122/12/1	M	New Market
16	Romanzi Phiri	272185/16/1	F	New Market
17	Ng'andwe Ngosa	518036/67/1	F	New Market
18	Innocent Mupondwa	255358/16/1	M	New Market
19	Lawrence Chishimba	553787/11/1	M	New Market
20	Mercy Mupeta	253176/12/1	F	New Market
21	Frank Sinfukwe	197114/16/1	M	New Market
22	Robert Mhango	169902/10/1	M	New Market
23	Moses Mwape	212693/44/1	M	New Market
24	Chomba Kaleya	228102/12/1	M	New Market
25	Webby Chabala Kunda	229000/67/1	M	New Market
26	Alice Chulu	191511/12/1	F	New Market
27	Charity Kalengo	339582/61/1	F	New Market
28	Lizzie Nanyinza	193486/47/1	F	New Market
29	Charles Chipasha	544318/11/1	M	New Market
30	Paul Simpasa	233927/42/1	M	New Market
31	Ruth Nalavwe	204873/45/1		New Market
32	Kamfwa Harrison	281838/12/1	M	New Market
33	Lawrence Silungwe	197786/47/1	M	New Market
34	Kunda Gravis Nkandu	262261/68/1	M	New Market
35	Ruth Chikamba	183260/74/1	F	New Market
36	Hardwell Kunda	190298/12/1	M	New Market
37	Clif M. Munjile	208855/76/1	M	New Market
38	Mumba Kangwa Mwaba	327798/12/1	M	New Market
39	Ignatius Ngosa	172535/12/1	M	New Market
40	Joe Chibuye	209203/12/1	M	New Market

41	Juliana Mbewe	282410/11/1	F	New Market
42	Brian Lombe	226296/12/1	M	New Market
43	Kelly Sianjina	263975/76/1	M	New Market
44	Isaac Chibuye	193351/12/1	M	New Market
45	Frolence Chanda	199066/12/1	F	New Market
46	John Mwape	923429/11/1	M	New Market
47	Arther Kantoolo	180216/12/1	M	New Market
48	Godfrey Mupando	215334/24/1	M	New Market
49	Clement Mulenga & Racheal Nanyinza	262509/16/1	M	New Market
50	Lubosi Nalishambo	260909/12/1	M	New Market
51	Violet Kasuba	204036/31/1	F	New Market
52	Peter Simbaya	232396/13/1	M	New Market
53	Dimmali Mbulo	127610/12/1	M	New Market
54	Frank Mwalwela	133511/18/1	M	New Market
55	Benson Ndhlovu	202678/68/1	M	New Market
55	Kelvin Kambalakata	197652/12/1	M	New Market
56	George Tembo	158139/95/1	M	New Market
57	Geoffrey Chila	183909/12/1	M	New Market
58	Joy Siame	210575/12/1	F	New Market
59	Gladys Masiye	102569/54/1	F	New Market
60	Grace Tembo	222433/12/1	F	New Market
61	Ireen Chisenga	174310/12/1	F	New Market
62	Lunda Mirriam	226892/12/1	F	New Market
63	Amos Sikalumba	205154/42/1	M	New Market
64	Everlyn Namukanga	113585/95/1	F	New Market
65	Tresina Miti	139778/19/1	F	New Market
66	Wisdom Simukonda	244796/12/1	M	New Market
67	Bwalya A. Mulenga	164286/65/1	M	New Market
68	Robyson Silungwe	104613/95/1	M	New Market
69	Cephas Sampa Mubanga	184003/12/1	M	New Market
70	Loveness Manyunshi	172922/16/1	F	New Market
71	Brenda Kunda	210456/12/1	F	New Market
72	Maly Nkandu	114986/12/1	F	New Market
73	Patricia Lako	115959/35/1	F	New Market
74	Kunda Mulela	188097/12/1	F	New Market
75	Daisy Chunga	371838/67/1	F	New Market
76	Mathews Mambwe	224410/12/1	M	New Market
77	Marjorie Namonje	219645/64/1	F	New Market
78	Morgan Chisenga Mwanje	142987/12/1	M	New Market
79	Samson Phiri	232615/12/1	M	New Market
80	Efford M. Mungoni	293493/73/1	M	New Market
81	Consance Nkandu	295312/62/1	F	New Market
82	Peggy Mwata Namwinga	191134/47/1	F	New Market
83	Friday Katombi	184324/15/1	M	New Market

84	Prosper Ernest Kunda and Francis Mwepu	222612/12/1	M	New market
85	Jean Mwelwa	309428/12/1	F	New Market
86	Joe Walubita	171680/72/1	M	New Market
87	Kalinga Kachingwe	173696/12/1	M	New Market
88	George Kunda	215756/12/1	M	New Market
89	Justina Nakazwe	183821/12/1	F	New Market
90	Gift Chidata	246024/23/1	M	New Market
91	Agness Mulenga Kabwe	178520/12/1	F	New Market
92	Emmans Garden		M	New Market
93	Salivan Nkandu	228046/12/1	M	New Market
94	Jane Walima	323546/66/1	F	New Market
95	Mambwe Hared Chanda	204004/41/1	M	New Market
96	Edward Sinkala	113407/95/1	M	New Market
97	Triza Mwaba	245169/62/1	F	New Market
98	Davies Chabala	206386/12/1	M	New Market
99	Raveta Mtonga	193682/73/1	F	New Market
100	Clinton Kabango	281848/12/1	M	New Market
101	Bertwell Ngosa	257253/12/1	M	New Market
102	Eperial Chisenga	240218/13/1	M	New Market
103	Emmanuel Chikumbato	208106/68/1	M	New Market
104	Kunda Aaron	191810/12/1	M	New Market
105	Gift Diamani Kawama	181072/12/1	M	New Market
106	Jonathan Musonda	191905/12/1	M	New Market
107	Christabel Mulenga	214692/12/1	F	New Market
108	Richard Mwansa	181469/41/1	M	New Market
109	Levision Sondashi	181131/12/1	M	New Market
110	Oscar Ndhlovu	137126/18/1	M	New Market
111	Mathews Sichiweze	256915/12/1	M	New Market
112	Isaac Simukonda	253278/42/1	M	New Market
113	Greenford Sakala	248196/12/1	M	New Market
114	Christine Mwale	189207/12/1	F	New Market
115	Abraham K. Malilo	213761/12/1		New Market
116	Paul Tillys Nyirenda	184476/13/1	M	New Market
117	Suzen Nakonde	228490/12/1	F	New Market
118	Oscar Mwape	319684/61/1	M	New Market
119	Lydia Musonda	158416/63/1	F	New Market
120	Esnart Nkhoma	209651/47/1	F	New Market
121	Meldy Changwe	244881/12/1	F	New Market
122	Loveness Nakanyika	204276/42/1	F	New Market
123	Lenton Sikana	212890/16/1	M	New Market
124	Ireen Musonda	210033/13/1	F	New Market
125	Jeremiah Malasha	259057/12/1	M	New Market
126	Mervin Sinkala	290563/12/1	M	New Market
127	Dorcias Mululu	244461/16/1	F	New Market
128	Febby Kyolobesa	187600/12/1	F	New Market

129	Annie Chama Chishimba	214983/12/1	F	New Market
130	Cashwell Chisenga	176474/12/1	M	New Market
131	Hawela Belden Moonga	298065/14/1	M	New Market
132	Mpazi Simuchimba	214468/47/1	M	New Market
133	Judy Mambwe	204003/14/1	F	New Market
134	Baron Kunda	278743/12/1	M	New Market
135	Agness Mtonga	28379/12/1	F	New Market
136	Patricia Mwansa	110274/69/1	F	New Market
137	Emma Mutale	258440/12/1	M	New Market
138	Belinda Mwaba	244271/12/1	F	New Market
139	Richard Kunda	768184/11/1	M	New Market
140	Geoffery Sinkamba	174645/63/1	M	New Market
141	Harriet Masase	213480/12/1	F	New Market
142	Luckson Simukonda	189838/47/1	M	New Market
143	Joseph Mumba	439735/61/1	M	New Market
144	Sean Mlabe	256371/12/1	M	New Market
145	Kantimba Enterprises Limited	169257/45/1		New Market
146	Mike Simukoko	198541/12/1	M	New Market
147	Charles Katai Pasuwa	152730/35/1	M	New Market
148	Isaac Chipeta	184680/12/1	M	New Market
149	Andala Chipelelelo	150964/12/1	M	New Market
150	Annie Ngoma	486164/52/1	F	New Market
151	Chisanga Edyga Chelu	174007/46/1	M	New Market
152	Natasha Mutakasha	240618/12/1	F	New Market
153	Challens Londe	116039/91/1	F	New Market
154	Robson Kanchule & Annet Kabamba	256884/17/1	M&F	New Market
155	Albert Mubanga	192819/12/1	M	New Market
156	Musonda Munshya	185202/12/1	M	New Market
156	Ruth Chewe	216856/12/1	F	New Market
157	Hope Longwe	259836/12/1	M	New Market
158	Patricia Ndabala	190544/12/1	F	New Market
159	Shadreck Chibale	167238/65/1	M	New Market
160	Isaac Sinkala	204193/12/1	M	New Market
161	Chiko Macha	258798/12/1	M	New Market
162	Emelly Nachembe	557522/11/1	F	New Market
163	Bridget Sherings Tembo	253122/12/1	F	New Market
164	Kelvin Sikambale	188513/12/1	M	New Market
165	Charles Mukwasa	232937/42/1	M	New Market
166	Innocent Kalunga	260870/12/1	M	New Market
167	Sandra Tembo	293684/12/1	F	New Market
168	Ruth Kavwala	223630/64/1	F	New Market
169	Bornwell Musonda	189344/12/1	M	New Market
170	Jacqueline Chisela Nonde	215967/42/1	F	New Market
171	Tiza Mufune	326024/67/1	F	New Market
172	Benston Kanche	227375/12/1	M	New Market

173	Poster Chibale	221643/13/1	M	New Market
174	Fredrick Mampilu Wakutaipa	189457/71/1	F	New Market
175	Soft Tembo	246747/71/1	M	New Market
176	Nelly Mwanza	422024/53/1	F	New Market
177	Christine Mutambo	184916/12/1	F	New Market
178	Charity Mtawale	309627/16/1	F	New Market
179	Christopher Kosamu	195501/12/1	M	New Market
180	Thomas Banda	449584/52/1	M	New Market
181	Nicholas Musonda	188804/91/1	M	New Market
182	Chola Mwila	346338/66/2	F&M	New Market
183	Joshua Daka	148637/55/1	M	New Market
184	Mukuka Chileshe	392522/61/1	M	New Market
185	Tonny Lungu	333280/61/1	M	New Market
186	Emmanuel Mukosha	182294/12/1	M	New Market
187	Freezer Mupeta	285084/12/1	M	New Market
188	Abigail Nyirongo	291254/12/1	F	New Market
189	Davis Sikambale	174738/12/1	M	New Market
190	Komani Lapukeni	121092/95/1	M	New Market
191	Kennedy Mwansa	227084/12/1	M	New Market
192	Alfred Lubula	122757/18/1	M	New Market
193	Precious Filikoti	269680/68/1	F	New Market
194	Sarah Masiye	183361/71/1	F	New Market
195	Eddy Mwandu	275491/12/1	M	New Market
196	Hellen Mumba	248226/12/1	F	New Market
197	Frank Siandima	615018/11/1	M	New Market
198	Greenford Sakala	248196/12/1	M	New Market
199	Emmanuel Mukosha Mambwe	227144/12/1	M	New Market
200	Dainess Mkandawire	148873/10/1	F	New Market
201	Moses Siame	209414/12/1	M	New Market

After a lengthy deliberation upon a proposal by Councillor Hamalabbi Mwiinga duly seconded by Councillor Thomas Phiri, it was;

RECOMMENDED THAT

- Applicant 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 35 be Considered according to score sheet
- Applicant 37 be considered under disabled
- All applicant should pay within Two weeks (2) if anyone fails to pay it will be open to applicants on first come first save.

There being no any other business to transact the Chairperson thanked all for attending the meeting and closing prayer was given by Councillor Hamalabbi Mwiinga and the meeting was declared closed at 18:20 hours.

COMMITTEE

CHAIRPERSON.....DATE.....SIGN.....



SERENJE TOWN COUNCIL

MINUTES OF HEALTH, HOUSING AND SOCIAL SERVICES COMMITTEE MEETING HELD IN THE COMMITTEE ROOM, CIVIC CENTRE, NG'ANSWA ROAD, SERENJE ON FRIDAY 6TH OCTOBER, 2023 AT 09:00 HOURS.

PRESENT

COUNCILLORS:	Mwengwe Bravers	-	Chairperson
	Mumbi Peter	-	Member
	Mukosha Dickson M.	-	Member
	Kabwe Thelma	-	Member
	Mwandu Eddy	-	Member
	Dauglas F.J. Sigauke	-	D/C/C/ Person (Ex-Officio)
	Staivous Mulumba	-	Council C/Person (Ex-Officio)

APOLOGIES:	Chieftainess Serenje	-	Member
-------------------	----------------------	---	--------

OFFICERS IN

ATTENDANCE:	Muwowo Smart	-	Deputy Council Secretary
	Martin Sikanyika	-	Council Treasurer
	Mwamba Mukupa	-	District Planning Officer
	Dr. Brian Hacamba	-	District Fisheries and Livestock Coordinator
	Chewe M. Sarah	-	Chief Administrative Officer
	Edah Tembo	-	Ag. District Community Development Officer
	Enock Phiri	-	District Health Information Officer
	Thomas K. Banda	-	District AIDS Coordinating Advisor
	Sylvia Liyoka	-	Health Inspector
	Kelvin Chilufya	-	Assistant Internal Auditor
	Oscar Malipenga	-	Public Relations Officer
	Robert N. Phiri	-	Committee Clerk

PRAYER

Prior to the commencement of the meeting Councillor Mumbi Peter gave an opening prayer thereafter the meeting was called to order at 09:41 hours.

NOTICE OF MEETING

The Notice of meeting was read by the Deputy Council Secretary, Mr. Smart Muwowo.

APOLOGY FOR ABSENCE

An apology for absence was received from Chieftainess Serenje.

OPENING REMARKS

The Chairperson welcomed all members present and encouraged them to participate and contribute freely. He further encouraged all departments to work in collaboration in order to develop the district.

REPORT OF THE DISTRICT COMMUNITY DEVELOPMENT OFFICER

HHSS/01/10/23: STAFFING

The District Community Development Officer reported to the Committee that the department of Community Development had 11 officers in total and had only 3 field officers to carter for the whole district: One (1) in Muchinga Constituency and Two (2) under Serenje Central Constituency.

The district still required more officers especially Community Development Assistants who were to be the foot soldiers of the department working at grass root level. The department required at least 15 Field Officers to add to the existing 3 officers.

Thereafter, the report on Staffing was **Noted**.

HHSS/02/10/23: TRANSPORT

The District Community Development Officer reported to the Committee that the department had one vehicle (Land cruiser) received under the GEWEL project which the Government of Zambia was implementing with the help of World Bank. However, the department still needed motorbikes especially for extension Field Officers.

After a lengthy deliberation, on proposal by Councillor Mumbi Peter and duly seconded by Councillor Mwandu Eddy, it was:

RESOLVED TO RECOMMEND THAT

The department of Community Development should apply for motor bikes under the 2024 Constituency Development Fund through the Ward Development Committee.

HHSS/03/10/23: VILLAGE BANK PROGRAMME

The District Community Development Officer reported to the Committee that the department was implementing the 12th Cycle which completed in the month of August, 2023. The cycle was carrying on board 60 female beneficiaries, 35 under Ibolelo sub center and 25 under Nchimishi. Each beneficiary received a soft loan of K1, 000 which they were required to pay back in the period of six months. The next cycle would commence in the month of October 2023. However, the cycle had experienced a percentage of defaulters attributed to general challenges of conducting business, unstable prices in demand and the supply systems

Thereafter, the report on Village Bank Programme was **Noted.**

HHSS/04/10/23: SUPPORTING WOMEN LIVELIHOOD (SWL) PROGRAMME

The District Community Development Officer reported to the Committee that during the quarter under review the Supporting Women's Livelihood component of the GEWEL project paid a total of 433 beneficiaries their first installment of the productivity grant in the 17 PHASE VCWACs namely Chief

Serenje, Chikundwe, Chintankwa A, Chintankwa B, Fitenge, Ibolelo 1,2,3, Town Centre, Kabamba, Kambobe, Kankoso, Kashitu, Mulilima, Mwala, Ndabala and Sote. The department also conducted Grievance Redress Mechanism (GRM) community sensitizations meetings where channels of complaints to government were emphasized and shared with the community members. Community members were encouraged to launch their complaints through the facilities provided for them.

Thereafter, the report on Village Bank Programme was **Noted.**

HHSS/05/10/23: FOOD SECURITY PACK PROGRAMME

The District Community Development Officer reported to the Committee that Under the Food Security Pack, they had a Recoveries Component that enabled community members to undertake projects using the monies that they raised from proceeds gotten from pay backs, after benefitting from the program. Funds from pay backs were deposited in the District Recoveries Account, satellites could access these funds by coming up with a viable income generating project and submitting a project proposal to the office (DFSC). Once the proposal meets the requirements such projects were funded. Among the requirements were:

- ~ The project must be food security inclined
- ~ They must have a project committee in place
- ~ The project must not cost more than what the satellite deposited in the District Recoveries Account
- ~ Minutes for the community meeting held to agree on the project to be implemented
 - Bank account or quotations from suppliers

The approved projects included rearing small livestock, Draft Power, Bee keeping, Fish Farming, Gardening or Horticulture, out grower schemes, hammer mills and Agro shops.

She further reported to the committee that the department had so far received 16 project proposals from Mulilima, Nchimishi, Mapepala, Musamani, Ng'answa, Teta, Mbaswa,

Fitenge, Kashishi, Chibuye Sali, Ibolelo, Milenje, Lumpampa A, Ndabala Chi bale Makolongo. Funding of these satellites was in progress. Under the FSP wetland component the district had received inputs to serve 600 beneficiaries. The satellites which had benefited from these inputs were Kankoso, Musamani, Kabamba, Mulembo and Chibobo respectively. The FSP program had been allocated 2,199 as a caseload for the 2023/24 farming season, with same type and qualities of inputs as the previous season. For the 2023/24 season, the program had relocated to new areas 1 CWACs where it had not provided the services of Agriculture.

Thereafter, the report on Food Security Pack Programme was **Noted**.

HHSS/06/10/23: NON-FORMAL EDUCATION AND SKILLS TRAINING

The District Community Development Officer reported to the Committee that the Non-formal Education and skills training Programme was intended to impart life sustaining skills into vulnerable members of the Community. It was also meant to improve on literacy levels in order to enhance the quality of life for the people for those individuals who had challenges to proceed with their education but hope to learn the basics despite their age. This programme would be done in collaboration with Ministry of Education.

Thereafter, the report on Food Security Pack Programme was **Noted**.

REPORT OF THE DISTRICT FISHERIES AND LIVESTOCK COORDINATOR

HHSS/07/10/23: **AQUACULTURE AND CAPTURE FISHERIES PRODUCTION IN THE THIRD QUARTER OF 2023**

The District Fisheries and Livestock Coordinator reported to the committee that a total of 11.7 tonnes of fish was produced from Capture fisheries from 107 fishers from Lake Lusiwasi. 4.9 tonnes of fish was also produced from 4 farmers with a total pond surface area of 3,600 sq. metres.

Thereafter, the report on Aquaculture and Capture Fisheries Production in The Third Quarter Of 2023 was **Noted.**

HHSS/08/10/23: **REVENUE COLLECTION**

The District Fisheries and Livestock Coordinator reported to the committee that a total of K5, 628.00 was raised from the issuance of 67 licences to fishers from Lake Lusiwasi and South Luangwa Fisheries during the quarter. K1, 250.00 was raised from issuance of Stock Movement Permits and farm visits by the Department of Veterinary Services. A total of K6, 878.00 was therefore, raised as revenue by the Ministry.

Thereafter, the report on Revenue Collection was **Noted.**

HHSS/09/10/23: **AQUACULTURE EXTENSION AND ADVISORY SERVICES**

The District Fisheries and Livestock Coordinator reported to the committee that two trainings in Hatchery management were conducted in Mupepetwe. The Ministry of Fisheries and Livestock also supervised the harvesting of fish from 4 farmers 1 independent and 3 under the Zambia Aquaculture Enterprise Development Project – ZAEDP) and also supervised the construction and management monitoring of 6 ponds.

Thereafter, the report on Aquaculture Extension and Advisory Services was **Noted.**

HHSS/10/10/23: LIVESTOCK DISEASE CONTROL AND PREVENTION

The District Fisheries and Livestock Coordinator reported to the committee that the Ministry of Fisheries and Livestock continued monitoring the spraying of cattle at Chibobo Livestock Service centre in Chibobo. This was to ensure that the animals were sprayed correctly using the right acaricide concentrations.

Thereafter, the report on Livestock Disease Control and Prevention was **Noted**.

REPORT OF THE DISTRICT AIDS COORDINATION ADVISOR

HHSS/11/10/23: 2023 NATIONAL HIV TESTING, COUNSELLING AND TREATMENT COMMEMORATION

The District AIDS Coordination Advisor (DACA) reported to the committee that Serenje district joined other districts country wide in commemorating the National HIV testing Counseling and treatment day which was done annually on 15th August. The commemoration was conducted under the theme: Young People Make a Difference! Test for HIV. The theme pressed more attention and emphasis on the adolescents and young people as a vulnerable population. The District HIV and AIDS Committee led by the District Health Office and implementing partners commemorated the event

The services offered during the outreach were:

- ✓ HIV testing and Counseling
- ✓ HIV drugs to those on treatment
- ✓ Pre-exposure prophylaxis
- ✓ Post-exposure prophylaxis
- ✓ Free male and female condoms distribution
- ✓ Free health education and behaviour change communication to residents and those on transit.
- ✓ Consultations on HIV and other Health related matters.
- ✓ 31 HIV tests were done and 3 tested positive - 2 female and 1 male.

Challenges faced during the outreach were:

- ✓ Inadequate resources to stage a full-fledged commemoration
- ✓ Lack of transport to reach out to service needy areas.
- ✓ Inadequate IEC material to triangulate on information barriers.

Thereafter, the report on 2023 National HIV Testing, Counseling and Treatment Commemoration was **Noted.**

HHSS/12/10/23: TRAINING OF PEER EDUCATORS

The District AIDS Coordination Advisor (DACA) reported to the committee that capacity building was done to 20 peer educators (**PREP MENTORS**) from different communities on HIV /AIDS prevention measures termed Pre Exposure Prophylaxis (PREP) and Post Exposure Prophylaxis (PEP). This training was supported by USAID John Snow Inc - JSI-Discover Health. The trained educators would be working in gatherings to create demand and provide these services.

Thereafter, the report on Training of Peer Educators was **Noted.**

REPORT OF THE SOCIO-ECONOMIC PLANNER

HHSS/13/10/23: STATUS REPORT ON 2023 CDF PROJECTS

Muchinga Constituency: Secondary Boarding School Bursaries

The Socio-Economic Planner reported to the committee that a total of One Hundred and Fifty Five (155) pupils from Muchinga Constituency were approved for secondary boarding school bursary sponsorship for the year 2023. The sponsorship was amounting to Four Hundred Seventy Five Thousand Five Hundred Sixty Kwacha (**K475, 560.00**) per year.

Muchinga Constituency: Skills Training

The Socio-Economic Planner reported to the committee that applications were received from members of the community on skills development bursaries, the CDC committee recommended for approval a total of One Hundred Fifteen

(115) applicants amounting to One Million, Three Hundred and Twelve Thousand One Hundred Forty Kwacha (**K 1,312,140.00**).

Muchinga Constituency: Loans and Grants

She further reported to the committee that all the 21 loan applications that were submitted to the Province were approved. Loans allocation for 2022 amounted to Two Million Nine Hundred Thirty Four Thousand Three Hundred Forty Nine Kwacha Eighty Four Ngwee (**K2, 934,349.84**). The listed below were the successful applicants.

S/N	WARD	ORGANISED GROUP/ENTERPRISE	AMOUNT APPROVED
1	MAILO	MICBEAT ENTERPRISES	190,000
2	MAILO	KAOMBE KABUFUMU YOUTH CLUB	190,000
3	KABWE KUPELA	KABWE-KUPELA	100,000
4	SANCHA	MAKUTA NONDO GENERAL DEALERS	120,000
5	SANCHA	BA-KABALA GENERAL DEALERS	50,000
6	SANCHA	FUNKWE ENTERPRISE	50,000
7	LUKUSASHI	REUMA AGRI SERVICES	150,000
8	LUKUSASHI	KAYI MINERALS LIMITED COMPANY	200,000
9	LUKUSASHI	CHIMUMA INVESTMENT LTD	200,000
10	MASANINGA	CHIPUTU WOMEN'S DEVELOPMENT CLUB	60,000
11	MASANINGA	TWALUBUKA WOMEN'S CLUB	150,000
12	MASANINGA	COJE INVESTMENT LTD	200,000
13	MASANINGA	WEKABO GENERAL DEALERS	160,000
14	LUSHIBASHI	YANDWA GENERAL DEALERS	90,000
15	LUSHIBASHI	SERENJAN INVESTMENT COMPANY	190,000
16	LUSHIBASHI	BRU-PRO ENTERTAINMENT	120,000
17	SERENJE	ESTER CHIRWA GENERAL DEALERS	100,000
18	SERENJE	LEYCH GAME RANCH	120,000
19	KANONA	CRISTECH ELECTRICAL AND GENERAL DEALERS	110,000

20	KANONA	MBESAC INVESTMENT	180,000
21	KANONA	JIFRA GENERAL DEALERS LIMITED	194,349.84
			2,934,349.84

Women and youth Grant Empowerment for 2023 CDF allocation

The Socio-Economic Planner reported for the information of the committee that Management received a total of 172 applications for Women and youth Grant Empowerment for 2023 CDF allocation amounting to Six Million Seven Hundred Eighty one Thousand Nine Hundred Forty three Kwacha (K6, 781,943.00). However, the CDC committee recommended 97 applications amounting to Two Million One Hundred Fifty One Thousand Eight Hundred Fifty Six Kwacha Fifty-Five Ngwee **(K2, 151,856.55)** which was the allocation for youth, women and Community Empowerment component.

Serenje Central Constituency: Secondary Boarding School Bursaries

She further informed the committee that One Hundred and Nineteen (119) pupils were approved for secondary boarding school bursary sponsorship for the year 2023, amounting to Three Hundred Ninety Three Thousand Two Hundred Seventy Kwacha **K 393,270.00** for the whole year.

Serenje Central Constituency: Skills Training

The Socio-Economic Planner informed the committee that applications received from members of the community on skills development bursaries, the CDC committee recommended for approval a total of Five Twenty Three (523) applicants amounting to Four Million Six Hundred Fifty Eight Thousand Three Hundred Three Kwacha **(K 4,658,303.00)** for the whole year.

Serenje Central Constituency: Loans and Grants

She further informed the committee that 20 loan applications amounting to Two Million Five Hundred Eighty Thousand Kwacha Eighty **(K2,580,000)** were approved and disbursed. The loans were under the 2022 allocation. The listed below were the successful beneficiaries.

S/N	WARD	NAME OF AN ORGANISED GROUP/ COMPANY / CLUB/CO-OPERATIVE	AMOUNT TO BE PAID
1	IBOLELO	HEDAWA BLESSINGS	100,000
2	IBOLELO	ZANACHO FARMS	180,000
3	IBOLELO	MORIAC GENERAL TRADING	68,000
4	IBOLELO	KACHABE TRANSPORT	195,000
5	IBOLELO	LEONARD SIKAMBALE TRADING	99,000
6	IBOLELO	MARDELIS ENTERPRISE	100,000
7	MILENJE	SHONIWA GENERAL DEALERS	98,000
8	IBOLELO	CHICHI FARMS	200,000
9	CHISANGWA	SERENJE POTATO FARMS	170,850
10	MUCHINDA	NAGILE FARMS	110,150
11	MUCHINDA	BRIVY FARM	100,000
12	MILENJE	KATLAND INVESTMENT	100,000
13	IBOLELO	BENEYOLENGE GENERAL DEALERS	90,000
14	IBOLELO	MNAT ENTERPRISE	100,000
15	IBOLELO	PROGRESSIVE YOUTH	190,000
16	IBOLELO	LIMUCUS YOUTH CLUB	200,000
17	IBOLELO	SERENJE TAXI DRIVERS	200,000
18	IBOLELO	SERENJE INNOVATIONS	80,000
19	IBOLELO	J.B.M ENTERPRISES	199,000
20	IBOLELO	CHARIBRY GENERAL DEALERS	200,000
		TOTAL	2,580,000

Women and Youth Grant Empowerment for 2023 CDF allocation

The Socio-Economic Planner informed the committee that One Hundred Thirty Three (133) applications worth Two Million One Hundred Fifty Thousand Eight Hundred Kwacha (**K2, 150, 800.00**) were approved.

She further reported that 18 applications worth K293, 000.00 for Grants for 2022 allocation was approved and management was processing disbursement.

After a brief deliberation, the Status Report on 2023 CDF Projects was **Noted**.

REPORT OF THE DISTRICT HEALTH DIRECTOR

During the period under review that was July to September, 2023, the District Health Office undertook the following activities under various Departments.

Service Delivery included activities in Integrated Child Health and Nutrition, Integrated Reproductive and Maternal Health, Drugs and Medicines, Environmental and Epidemic Control, Health Promotions and Planning/ M&E.

HHSS/14/10/23: REPRODUCTIVE, MATERNAL, NEWBORN AND CHILD HEALTH SERVICES. (RMNCH& NUTRITION)

ACTIVITIES

The District Health Director reported to the Committee that during the period under review, they held a Transport committee meeting on how to improve the referral systems and fleet management in the district some issues discussed was on Ambulance hub and Labour ward meetings. The Ambulance hub meeting was successful because the plan was put in place interventions to reduce on the waiting period for the patient before referral to the next level.

He further reported to the committee that they successfully conducted data review meeting on long term family planning. The district also compiled the HPV register in preparation for HPV campaign that targeted girls aged 9 to 14 years. The list was compiled reaching to 11,410 girls in their area as target. The girls were captured from schools and the community. Compiling of all the registers was followed up with HPV vaccination of which they managed to vaccinate 11,066 girls in the district.

CHALLENGES

- Transport still remained a challenge, the ambulance that they had was servicing 37 facilities and 33 were peri urban facilities. Over working of the ambulance subjected, the vehicle to break down most of the time. This contributed to

delay in referring complicated maternal and perinatal cases in turn having bad outcomes.

- During HPV register compilation schools could not give facility staff accurate numbers of girls aged between 9 to 14 years. Some schools did not have date of birth in the registers for girls to calculate their age properly. This created a gap during vaccinations.

RECOMMENDATIONS

- They were lobbying for 4 ambulances through CDF so that they would zone facilities to easy transportation of all complicated referred cases.
- Health staffs to register girls aged between 9 to 14 years during campaign and vaccinate them.

NUTRITION

OBJECTIVE: To provide nutrition information and services in order to promote and maintain proper nutritional practices, health protection and care.

ACTIVITIES

The District Health Director reported to the Committee that the department conducted a number of community Nutrition activities in various catchment areas. The activities mainly targeted all community members including men to be triggered in Health and Nutrition interventions. Below is a list of all the activities undertaken.

- The Unit managed to conduct Community Nutrition activities in 6 catchment areas (Health centres). The aim of conducting Community Nutrition sensitization meetings was to create awareness of the problem of stunting among children below the age of two years. Additionally, this helped to highlight some of the challenges communities are facing in terms of meeting nutritional needs and hygiene aspects in order to prevent malnutrition. However, the teams were able to come up with possible solutions to address some of the challenges which will eventually aid in combating malnutrition in the respective catchment areas. These community meetings were held in different health facility zones (Neighbourhood Health Committees)
- It is good to also report to the committee that we participated in the recent District Agriculture show under

the theme "INCLUSIVE ECONOMIC TRANSFORMATION". The unit exhibited a variety of nutritious foods which were meant to sensitize the participants on the importance of eating a variety of healthy foods in order to maintain and improve health. Nutrition assessment was equally conducted during the show.

- Another activity involved the orientation of 6 health care workers from 2 health centres. The district managed to identify facilities with children who were exclusively breastfed and breastfed up to two years through a scorecard.
- The district successively commemorated the World Breastfeeding Week (WBW) under the theme "Enabling breastfeeding making a difference for working parents" we managed to sensitize the public through radio programs. Breastfeeding messages were provided in all the health centres and communities.

CHALLENGES

- Inadequate Anthropometric equipment in most health centres
- Lack of children's clinic cards in all the health centres
- Few nutrition staff in the district
- Inadequate space/shelters to conduct Growth Monitoring and Promotion activities in most health centres
- Inadequate transport to facilitate Outreach programmes/Mentorship activities
- Inadequate funds to conduct comprehensive trainings in nutrition programs especially for new staff.

RECOMMENDATIONS

- Plan and lobby for Anthropometric equipment/children 'cards and nutrition commodities
- Lobby for deployment of nutrition personnel's in the district
- Lobby for construction of GMP shelters in all health centres
- Engage/ lobby from partners to support the district in terms of transport, funds to enable us effectively conduct these activities

After a lengthy deliberation, On proposal by Councillor Mwandu Eddy duly seconded by Councillor Thelma Kabwe, it was;

RESOLVED TO RECOMMEND THAT

The District Health Office should apply for the purchase of Anthropometric equipment/children 'cards and nutrition commodities and construction of GMP shelters under Constituency Development Fund through the Ward Development Committees.

HHSS/15/10/23: ESSENTIAL DRUGS AND MEDICAL SUPPLIES

The District Health Director reported to the Committee that the District Health Office received drugs from Zambia Medicines and Medical Supplies Agency, ZAMMSA once during the period under review. On 24th July, 2023 they received 70 Health centre drug kits, while on 20th July, 2023 the district received ARVs, antimalarial, anti TB and some essentials drugs. To fulfil their last mile delivery, essential drugs were distributed to all health facilities upon receipt from ZAMMSA.

The fill rate for essential medicines was about 93% due to availability of drug kits. Fill rate for ARVs was at 100% for the district.

During the same period the district was able to procure drugs and medical supplies from its monthly grant to supplement on what ZAMMSA supplied. The overall essential medicines availability at the end of 3rd quarter 2023 stood at about 95% based on the medicines tracer list. However, it must be noted that compared to the previous quarter of the above mentioned fill rate, most quantities of the essential drugs delivered by ZAMMSA were adequate to last more than 3 months. The health centre drug kits were delivered with the help of ZAMMSA to fulfill their last mile delivery and other essential drugs were distributed to all health facilities upon receipt from ZAMMSA.

The District Drugs Situation:

Availability:

ARVs: 100% all facilities

TB Drugs: 100%

Antimalarial: 100%

Antibiotics: 20% stocked out especially paediatric formulations i.e syrups and Suspensions (erythromycin, cephalixin etc.) the percentage improvement was due to health centre kit delivery.

Analgesics: 70%.most facilities were adequately stocked with paracetamol tab, brufen tab, ZAMMSA delivered analgesics during the period under review.

Antihypertensive: 70%. Throughout 3rd quarter 2023, the district was adequately stocked due to ZAMMSA delivery of antihypertensive supplemented by purchases from the kits since antihypertensive are not part of health centre kits packing list.

Antidiabetics: 80%. Insulin was available during the period under review metformin tab, Glibenclamide and Metformin were available through glibenclamide inadequately stocked because they were never supplied by ZAMMSA.

Medical Supplies: 100%. Examination gloves were available while surgical gloves have not been adequately stocked during the period under review. Cannulas, cotton and Needles were supplies in adequate quantities while syringes, and sutures were not adequately stocked and were a challenge for most part of the 3rd quarter 2023. DHO could procure some of the commodities but were always in few quantities due to inadequate resources and these could only last for about 2 weeks.

Overall: Drug Availability was above 90% at the end of September 2023 though quantities were not adequate since it was time for ZAMMSA delivery -. This percentage is based on the medicines tracer list.

CHALLENGES

- The district grant was not adequate to effectively supplement on the drugs centrally sourced from ZAMMSA. The recommendation was to increase the grant allocation to procure adequate quantities of drugs and medical supplies which would last at least for a month or more.
- Storage space was not adequate in facilities with the increased number of ART clients and the need to dispensed drugs for longer period of time using DSD models requires more storage spaces.
- Transportation of drugs was still a challenge making the staff at pharmacy department to work during weekends and

holidays to maximize one vehicle which was available at District Health Office. They needed dedicated transport to adequately distribute and monitor drug usage in facilities.

- Inadequate staffing especially in high volume facilities that needed 24hrs pharmaceutical services.
- The late bimonthly deliveries by ZAMMSA, caused low stock levels and stock outs in some facilities. The recommendation is that ZAMMSA expedite the second round supply of health centre kit to improve on drug situation and maintain the fill rate for health facilities.

After a lengthy deliberation on proposal by Councillor Mumbi Peter duly seconded by Councillor Mukosha D. Musonda, it was;

RESOLVED TO RECOMMEND THAT

The District Health Office should ensure that adequate and essential drugs should be procured timely.

HHSS/16/10/23: INFRASTRUCTURE DEVELOPMENT AND ENVIRONMENTAL ISSUES

The District Health Director reported to the Committee that during the period under review, the department of health continued carrying out building maintenance works for all 37 health facilities as reported to promote conducive environment for both community and staff.

Infrastructure Projects Table

NAME OF HEALTH FACILITY	NATURE OF WORKS	STATUS OF COMPLETION	SOURCE OF FUNDS
Chief Serenje Health post	-Waste management scheme -Maternity Annex	95% Completed	CDF
Kabansa RHC	Need to put up a VIP Latrines for staff houses and health post -Need for Maternity annex -Solar powered water Scheme	100%	Hope Ministries(FBO)
Kofi Kunda HP	-Renovation of staff house and Health post -Maternity Annex	80%	CDF

	-Solar powered water scheme		
Fikondo HP	-Need to put up a VIP Latrines for staff houses and health post -Need for Maternity annex -Solar powered water Scheme	80%	CDF
Kapeshi HP	-Renovation of staff house and health post -waste management facility -Maternity Annex -solar powered water scheme	80%	CDF
Mulembo HP	-Maternity Annex -waste management scheme Solar powered water scheme Power connection	80%	CDF

He further reported to the committee that routine monthly Keep Serenje Clean Campaign with the Council and other stakeholders was done. Community sensitization has continued.

CHALLENGES

- Inadequate transport to monitor and carry out environmental action points in facilities especially the general maintenance works and solid waste management (collection of sharps for final disposal)
- Inadequate resources to conduct and implement community health activities
- The traditional leader (headmen) are inactive concerning the community total lead sanitation (CLTS)

RECOMMENDATIONS

- To lobby for transport from stakeholders and the Provincial Health Office
- To lobby for resources and support from Partners and

Stakeholders.

After a lengthy discussion, Management was urged to be submitting reports on Keep Serenje Clean campaign so that the Ministry is aware of what is happening in the district.

Thereafter, the report on Infrastructure Development and Environmental Issues was **Noted**.

HHSS/17/10/23: DISEASE SURVEILLANCE AND RESPONSE REPORT

UPDATE ON NOTIFIABLE DISEASES

- **Dog bites: 42**
- **Diarrhoea non blood: 3255**
- **Confirmed malaria: 5249**
- **Malaria hot spots:** top 10 health facilities, Nchimishi, Ndabala, College Clinic, Kashishi, Kabamba, Kanona, Muzamani, Kaseba, Chibobo and Lumpampa

COVID -19 UPDATE JULY TO SEPTEMBER, 2023

COVID-19 TESTING

Parameter	Number
Number of samples collected using RDTs	119
Number of samples collected using PCR	0
District reporting rate	100%
Number of COVID-19 positive cases	5
Number of HCWS/Staff tested positive for COVID-19	2
Positivity Rate	4.2%
Current active cases	0

Cumulative number of confirmed cases	1809
Total number of positive contacts	1
Cumulative number of positive contacts	62

Hot spots in the District: All the communities were hot spots as cases are being reported in all the facilities.

CHALLENGES

- High refusal rate by the clients to be swabbed
- Myths and Misconceptions by the community on Covid-19 issues
- Transport to conduct contact tracing

RECOMMENDATIONS

- To continue sensitizing the community on the importance of vaccination and testing for Covid-19

Covid-19 Vaccination Status:

QUARTER 3 2023:

Vaccine Name	Dose 1	Dose 2	Booster Dose	Fully Vaccinated
AstraZeneca	0	0	0	0
Johnson & Johnson's / Janssen	145	0	9	145
Sinopharm	0	0	0	0
Pfizer	1	20	0	20
Modena	0	0	0	0
Fully Vaccinated			N/A	165
Target				
Overall Coverage (%)	99%			

Note: Please note that the district was standing at 99 % coverage cumulatively.

Thereafter, Disease Surveillance and response report was **Noted.**

HHSS/18/10/23: **MALARIA**

The District Health Director reported to the Committee that malaria continues to be a public health problem in Serenje district with Peri urban health facilities being the most affected. The district had been providing supportive supervision in the health facilities to ensure adherence to guidelines in health service provision. With support from Central Government, the district had continued to provide Malaria testing and treatment services in all health facilities and all communities where the district had trained Community Health Workers.

The district conducted a refresher training of 310 Community Health Workers with support from World Vision and other implementing partners. The district also conducted Malaria Technical Support Supervision in ICCM Data Management in health facilities implementing ICCM.

The district participated in the planning and consolidation of Long Lasting Insecticide Nets Mass Distribution Micro planning. Five DHO staff were trained as Trainers of Trainers in the 2023 LLINs Mass Distribution Campaign Processes.

He further reported that the district also distributed Insecticide Treated Nets to pregnant women and children under the age of one year. This was in accordance to the Ministry of Health guidelines on ITN routine distribution.

CHALLENGES

- Lack of transport to conduct regular supportive supervision
- Inadequate support to implement other malaria interventions such as Malaria Mass Drug Administration and Larval Source Management

Thereafter, the report on Malaria was **Noted**.

HHSS/19/10/23: **HIV/AIDS-ANTI RETROVIRAL THERAPY AND VOLUNTARY MEDICAL MALE CIRCUMCISION**

OBJECTIVE: Improve treatment & prevention outcomes in HIV Management.

The District Health Director reported to the Committee that the HIV testing service (HTS) continued to be a vital component among our Key Performance Indicators in the provision of health services. During period

under review, a total of 4,405 people tested for HIV out of which 147 were diagnosed with HIV, translating into a 3.3% positivity yield. Of those diagnosed with HIV, a total of 143 were initiated on ART. Regarding 4 others were still being managed for co-infections & others were undergoing counselling, at the time of reporting.

The committee may equally be interested to be informed that the District Health Office remains steadfast in providing VMMC as an HIV prevention intervention against HIV spread. In this regard, total of 1,882 MCs were performed on eligible males in the district. Other activities undertaken include index testing, follow-up of HIV exposed infants (HEIs), adherence support to the recipients of care (ROCs), enhanced adherence counselling to virally unsuppressed Recipient of care, condom distribution (male condoms= 96,364 & female condoms= 2,255), PrEP initiation= 1,545, initiation of ROCs on TB prevention therapy (TPT) and orientation of 2 staff in men's clinic differentiated service delivery strategic initiative (DSD SI) model at Serenje Urban and TAZARA Health facilities

CHALLENGES

- Transport inadequacy
- Fluctuations on our current on treatment recipients of care due to silent transfers still stands as reported in Q2.
- Very few staff trained in ART services.

RECOMMENDATIONS

- Lobby for a vehicle to improve transport situation.
- Need to train more staff in ART services equally still stands.

Thereafter, the report on HIV/AIDS-Anti Retroviral Therapy And Voluntary Medical Male Circumcision was **Noted**.

HHSS/20/10/23: HEALTH PROMOTIONS

The District Health Director reported to the Committee that under the department of health promotions, the following activities and programs were undertaken:

1. Demand Creation for HIV, VMMC, Cancer Screening and other Integrated Health Services

The District Health Director reported to the Committee that under the Zambia Integrated Health Project (ZIH) a total number of 26 CBVs had been recruited under the 7 Health Facilities and orientation was made

to CBVs on their roles and responsibilities.

2. Radio Programmes

He further reported to the Committee that that District Health Office aimed at raising social awareness and participation as well access to health services/ programs through the use of the community radio station. The table below shows the summary of the health radio programs that had been under taken during the period under review.

s/no	Radio Programme	Community Radio Station	Remarks/Supported By
1	Community Mental Health	Serenje Radio FM	Free slots
2	Primary Eye care	Serenje Radio FM	
3	Malaria Prevention and Treatment	Serenje Radio FM	World Vision
5	HIV and VMMC Services	Serenje Radio FM	Free slots and on-going
6	Physiotherapy awareness	Serenje Radio FM	Free slots
7	BOPV / Child Health Campaign	Serenje Radio FM	
8	Oral Health	Serenje Radio FM	Free Slots
9	Covid 19 vaccination and compliance	Serenje Radio FM	USAID – Ongoing
10	MCH Services	Serenje Radio FM	Recordings are been in Health facilities and communities around the district
11	Adolescent Health Services	Serenje Radio FM	Free slots and on-going.
12	Community Mental Health services	Serenje Radio FM	Free slots and on-going.
13	Food Hygiene	Serenje Radio FM	Free slots and on-going.
14	TB prevention and treatment	Serenje Radio FM	Free slots and on-going.

3. Commemoration of National Health Days

S/no.	National Health Day	Place Held	Comment
1	Commemorated Breastfeeding Week	Kamena , Kaseba	For the Information of the Committee.
2	Commemorated HTC Day	Serenje main bus station	For the Information of the Committee.
3	Dental Health Week	Kaseba/ Kunda lumwashya	For the Information of the Committee.
4	World Mosquito Day	Boma	For the Information of the Committee.

4. Community Sensitization via Partner programs

- Malaria Prevention and treatment

- Importance of Early antenatal booking and institutional deliver
- Importance of Family Planning
- Nutrition Triggering
- Sanitation, nutrition and growth monitoring
- Importance of growth monitoring, exclusive breastfeeding an importance of vaccination
- Danger Signs in Pregnancy and signs of labour
- Art adherence, prevention of communicable diseases

5. Advocacy and Community Engagement Meetings

- Importance of Antenatal Care and Institutional deliveries
- End of early marriages
- LLITN Utilization and community misuse.
- Covid-19 Vaccination and prevention
- Health problems (Hypertension and malaria and Diarrhoea)
- Child feeding and family planning
- Nutrition for Under fives
- Malaria sensitization
- Prevention of malaria
- Importance of early ANC booking
- Family Planning
- Hygiene, importance of meat inspection
- Food Safety
- Hygiene and Malaria prevention
- Good sanitation and hygiene
- Cervical Cancer Screening
- Malaria Prevention
- Prevention of Diarrhoea diseases

Thereafter, the report on Health Promotions was **Noted**.

HHSS/21/10/23: HEALTH INFORMATION

The District Health Director reported to the Committee that under the Department of Health Information, the following activities and programs were undertaken and some were on-going:

Health Management Information System (HMIS) Data Cleaning

In order to ensure quality data, the department carried out the routine data cleaning exercise. This was done on a monthly basis.

DHIS2 Training

With support from Centre for Infectious Disease Research in Zambia (CIDRZ), the department conducted a training of 19 Facility staff and 6

District staff in DHIS2 Data Entry and Analytics. DHIS2, short for District Health Information Software 2, was an electronic platform used by the Ministry of Health for information management.

CHALLENGES

1. Poor internet connectivity in peri-urban areas
2. Inadequate ICT gadgets (tablets, computers, phones)
3. Inadequate funds for data bundles
4. Inadequate standardised HMIS tools

RECOMMENDATIONS

1. Engage Smart Zambia for connection to government wide area network
2. Lobby for support from the Ministry and partners
3. Allocate extra funds for data bundles
4. HMIS Tools were procured with support from Global Funds

Thereafter, the report on Health Information was **Noted**.

HHSS/22/10/23: HEALTH FINANCE

The District Health Director reported to the Committee that during the period under review, the department received two out of three expected GRZ grants and were expended accordingly. In addition to the GRZ grant, the office received other funds from UNICEF meant for Human Papilloma Virus (HPV) campaigns. The office also received funds from Global Funds meant for TB /HIV, Malaria activities as well as Long-Lasting Insecticidal Nets (LLINs) mass distributions.

Thereafter, the report on Health Finance was **Noted**.

REPORT OF THE SENIOR HEALTH INSPECTOR

HHSS/23/10/23: INSPECTION OF PREMISES

The Senior Health inspector reported for the information of the Committee that the section undertook food inspection in the district and the under listed food staffs were seized.

NO.	NAME OF SHOP PREMISES	ARTICLE SEIZED	QUANTITY CONDEMNED	REASON FOR SEIZED
1	Turnoff General Dealers	Cocopulp lotion Diana lotion	49 x 150ml 8 x 30ml	Expired Expired
2	Vanity ventures shop	Milo	1 x 500g	damaged
3	Ichalo bantu	Fruit top	2 x 2l	Expired
4	Yussiman Investments	Red label lemon cream biscuits Sundance orange drink Blue band Bisto original	12 x200g 1 x 500ml 1 x 250g 26 x 125g	Expired Expired Expired expired
5	John Mukunku	Fanta grape	2 x 500ml	Expired
6	Mr Luckson Membe	Sunfire ginger	75 x 350ml	
7	Total station	Kevin drink Bokomo	340ml x 23 500g x 8	Expired Expired

In the picture below Serenje district Food staff seized



After a brief deliberation, the report on Inspection of Premises was **Noted**.

HHSS/24/10/23: DOGS CROPPING

The Senior Health inspector reported for the information of the Committee that the Public Health section together with the Zambia Police and Zambia Wild Life Authority ZAWA conducted dog cropping for 4 days in the following areas of Serenje and during this exercise a total of 76 unregistered/unvaccinated/stray dogs were cropped: Kambobe, Line messenger, Kamwala, Tazara, Zambia compound, old Ibolelo, Kafina, Low density, Turnoff, Malcom Moffat and Serenje boys areas. The program was ongoing.





Thereafter, the report on Dog Cropping was **Noted**.

HHSS/25/10/23 TRACTOR

The Senior Health Inspector reported to the Committee that the tractor had been experiencing a lot of breakdowns and was serviced several times. Therefore, there was need to purchase a new garbage collection truck before the tractor completely breaks down.

In response, Management informed the Committee that the Constituency Development Fund Committee approved the procurement of Skip Bins, therefore the problem of Garbage collection would be sorted.

Thereafter the report on Tractor was **NOTED**

There being no any other business to transact the Chairperson thanked all for attending the meeting and closing prayer was given by Councillor Peter Mumbi and the meeting was declared closed at 12:21 hours.

COMMITTEE

CHAIRPERSON.....DATE.....SIGN.....



SERENJE TOWN COUNCIL

MINUTES OF THE PLANS, WORKS, DEVELOPMENT AND REAL ESTATES COMMITTEE MEETING HELD IN THE COMMITTEE ROOM, CIVIC CENTRE ALONG NG'ANSWA ROAD, SERENJE ON FRIDAY 13TH OCTOBER, 2023 AT 09:00 HOURS

PRESENT

COUNCILLORS:	Mukosha Emmanuel	-	Chairperson
	Mwandu Gift	-	Member
	Francis Katoma	-	Member
	Mwiinga Hamalabbi	-	Member
	Thomas Phiri	-	Member
	Dauglas Free Jones Sigauke	-	Deputy C/Person (Ex-Officio)
	Staivous Mulumba	-	Council C/Person (Ex-Officio)

APOLOGIES : No apology was received.

OFFICERS

PRESENT :	Smart Muwowo	-	D/Council Secretary
	Mafita Mtonga	-	Director of Works
	Mwamba Mukupa	-	District Planning Officer
	Martin Sikanyika	-	Council Treasurer
	Collins Chellah	-	Procurement Officer
	Thomas Banda	-	District AIDS Coordinating Advisor
	Sylva M. Liyoka	-	Health Inspector
	Bernard Musaka	-	Senior Technical Officer - Agriculture
	Prince Mweemba	-	District Water Development Officer
	Robert N. Phiri	-	Committee Clerk

OPENING PRAYER

The opening prayer was given by the Council Treasurer - Mr Martin Sikanyika.

NOTICE OF MEETING

The notice convening the meeting was read by the Deputy Council Secretary and the meeting was called to order at 09:30 hours.

CHAIRPERSON'S REMARKS

The Chairperson welcomed everyone to the meeting and encouraged everyone to participate fully.

REPORT OF THE DISTRICT PLANNING OFFICER

PWD&RE/01/10/23

APPLICATION FOR THE CONVERSION OF 1 HECTARE OF LAND IN CHIEF KABAMBAS CHIEFDOM BY OXYGEN GAS MANUFACTURING

The District Planning Officer reported for Consideration of the committee that management was in receipt of an application for the conversion of 1 hectare of land from customary tenure to leasehold tenure by **OXYGEN GAS MANUFACTURING** in Chief Kabamba's Chiefdom. The land in question would be for light industrial use.

The application was differed under minute number **PWD&RE/213/06/23** pending to resolve issues with His Royal Highness Chief Kabamba.

She further informed the committee that the pending issues had been resolved and that His Royal Highness had since written to the council indicating that it can proceed to process the application.

After a brief discussion, upon a proposal by Councillor Francis Katoma and duly seconded by Councillor Mwandu Giff, it was;

RESOLVED TO RECOMMEND

That the application for the conversion of 1 Hectare of land in Chief Kabamba Chiefdom by Oxygen Gas Manufacturing be **APPROVED**.

PWD&RE/02/10/23

APPLICATION FOR THE CONVERSION OF 1.3 HECTARES OF LAND IN CHIEF KABAMBAS CHIEFDOM BY VOLKOV INFRA LIMITED

The District Planning Officer reported for Consideration of the committee that management was in receipt of an application for the conversion of 1.3 hectares of land from customary tenure to leasehold tenure by VOLKOV INFRA LIMITED in Chief Kabamba's chiefdom. The land in question would be for light industrial use.

The application was differed under minute number **PWD&RE/214/06/23** pending to resolve issues with His Royal Highness Chief Kabamba.

She further informed the committee that the pending issues had been resolved and that His Royal Highness had since written to the Council indicating that it can proceed to process the application.

After a brief discussion, upon a proposal by Councillor Mwiinga Hamalabbi and duly seconded by Councillor Mwandu Gift, it was;

RESOLVED TO RECOMMEND

That the application for the conversion of 1.3 Hectares of land in Chief Kabamba Chiefdom by Volkov Infra Limited be **APPROVED**.

**APPLICATION FOR THE CONVERSION OF 500 HECTARES
OF LAND IN CHIEF CHIBALES CHIEFDOM BY THERESA
NJAKAYAKA**

The District Planning Officer reported for consideration of the committee that management was in receipt of an application for the conversion of 500 hectares of land from customary tenure to leasehold tenure by Theresa Njakayaka in Chief Chibale's chiefdom. The land in question would be for agricultural use.

The applicant was invited to appear before the committee.

After a brief discussion, upon a proposal by Chief Kabamba and duly seconded by Councillor Mwandu Gift, it was;

RESOLVED TO RECOMMEND

1. That the application for the conversion of 250 Hectares of land in Chief Kabamba Chiefdom by Theresa Njakayaka be **APPROVED**.
2. That the excess land be submitted to the Commissioner of Lands for onward approval.

**APPLICATION FOR FRESH MINUTE GENERATION FOR A
PROPOSED CREATION IN LUOMBWA BY KEBBY MOONGA**

The District Planning Officer reported for Consideration of the committee that management was in receipt of a request for fresh minute generation from Kebby Moonga whose application was approved under minute number **PWDSS/22/01/07**. The office was unable to trace the Ordinary Council minutes under which the application was adopted. As such, the application was referred to the committee for consideration.

After a brief discussion, upon a proposal by Chief Kabamba and duly seconded by Councillor Phiri Thomas, it was;

RESOLVED TO RECOMMEND

That the Application for Fresh Minute Generation for a Proposed Creation in Luombwa by Kebby Moonga be **APPROVED**.

PWD&RE/05/10/23

PROPOSED RE-PLANNING OF PLOT NUMBER SER/2168 AND SER/2167

The District Planning Officer reported for Consideration of the committee that management had received complaints from owners of plot 2168 and 2167 due to changes which had taken place on the ground. The inspection undertaken established that to resolve the matter, there would be need to replan the two property numbers and issue new documents to those affected. The affected parties were Mulenga Kennedy and Rock of Hope church.

After a brief discussion, upon a proposal by Chief Kabamba and duly seconded by Councillor Francis Katoma, it was;

RESOLVED TO RECOMMEND

That the proposed Re-Planning of plot number **SER/2168** and **SER/2167** for Mulenga Kennedy and Rock of Hope church be **APPROVED**.

PWD&RE/06/10/23

APPLICATION FOR FRESH MINUTE GENERATION OF PLOT SER/433 WITHIN SERENJE TOWNSHIP IN 2002

The District Planning Officer reported for Consideration of the committee that management was in receipt of a request for fresh minute generation from Gorrety Mwaba Kafwimbi whose application was approved

under minute number **PWDSS/05/02/02**. Due to passage of time, the application had been referred to the committee for consideration to enable the client process for title.

After a brief discussion, upon a proposal by Councillor Katoma Francis and duly seconded by Councillor Mwandu Giff, it was;

RESOLVED TO RECOMMEND

That the Application for Fresh Minute Generation for Proposed Creation from Gorrety Mwaba Kafwimbi be **APPROVED** since the plot was numbered.

PWD&RE/07/10/23

APPLICATIONS FOR PLOT NUMBERING WITHIN SERENJE TOWNSHIP BY CONSTANCE MWAPE

The District Planning Officer reported for Consideration of the committee that management was in receipt of a letter from Constance Mwape who was approved under minute number **PWDSS/274/03/09** to be allocated plot number SER/1629. After being recommended it was established that the plot number she was allocated was on offer and that on the ground she was on a different plot which was not numbered. To enable her obtain title; she had since applied for numbering based on her location on the ground.

After a brief discussion, upon a proposal by Chief Kabamba and duly seconded by Councillor Mwiinga Hamalabbi, it was;

RESOLVED TO RECOMMEND

That the Application for Plot Numbering Within Serenje Township by Constance Mwape be **APPROVED**.

APPLICATION FOR FARM NUMBER F/11093 IN LUOMBWA FARM BLOCK BY REUBEN SIACHINJI

The District Planning Officer reported for Consideration of the committee that management was in receipt of an application from Reuben Siachinji of NRC number 241816/76/1 for the normalization of farm F/11093 in Luombwa. The applicant was one of the settlers in Lumbwa and had been on the said farm since 2006. He wanted to obtain ownership documents for the said farm. The applicant was invited to appear before the committee.

After a brief discussion, upon a proposal by Councillor Katoma Francis and duly seconded by Councillor Phiri Thomas, it was;

RESOLVED TO RECOMMEND

That the Application for Farm Number F/11093 in Luombwa Farm Block by Reuben Siachinji be **APPROVED** subject to inspection of the Farm.

APPLICATION TO ESTABLISH A COMMUNITY RECREATION GARDEN WITHIN THE TOWNSHIP

The District Planning Officer reported for Consideration of the committee that management was in receipt of an application from Godfrey Siwale of NRC 830554/11/1 who intended to establish a community recreation garden behind his lodge on plot number 603. The applicant wanted to develop the area for the purpose of setting up a community facility to be used by the community as well as those who would be visiting the lodge.

The applicant was invited to appear before the committee.

After a brief discussion, upon a proposal by Katoma Francis and duly seconded by Councillor Mwiinga Hamalabbi, it was;

RESOLVED TO RECOMMEND

That the application from Godfrey Siwale who intends to establish a community recreation garden behind his lodge on plot number 603 be

APPROVED.

PWD&RE/10/10/23

NORMALIZATION OF STANDS

The District Planning Officer reported for Consideration of the committee that management was in receipt of applications from traders who wanted to normalize stands within the township. This follows the assessment which was undertaken. Below is the list which was compiled.

S/N	NAME	NRC NUMBER
1	Samson Mushili	167007/12/1
2	Chipeta Isaac	184680/12/1
3	Mwelwa Francis	167970/12/1
4	Eusto Kunda	126206/12/1
5	Kalale Langson	117711/12/1
6	Sany Bwalya	201988/45/1
7	Ngosa Alex	173166/13/1
8	Kabonde Chilufya	192755/12/1
9	Musonda Jeremia	195282/12/1
10	Musukuma Morgan. M.	153161/12/1
11	Mukanu Godfrey	203079/66/1
12	Chulu Misheck	153639/12/1
13	Mukosha Endricks	140184/12/1
14	Phiri Joseph	245517/61/1
15	Lwanga Wilbroad	156995/16/1
16	Emely Nacheembe	557522/11/1
17	Kelvin . Z. Mutonga	526882/11/1
18	Josphine Muleya	223018/73/1
19	Chilongo Fred	294514/67/1
20	Dettan Mwape	114831/12/1
21	Siamaili Warmster Nchimunya	114495/78/1
22	Peter Sinyangwe	259531/12/1

23	Emmanuel Kasongo	325547/16/1
24	Collence Mambwe	253640/12/1
25	Grace Kunda	245690/12/1
26	Bernson Chitambo	244165/12/1
27	Mumba Kangwa Mwaba	327798/18/1
28	Mpetemoya Richard Mubambe	178970/22/1
29	Esther Shumba	229913/16/1
30	Given Phiri	284554/12/1
31	Ethel Kalumba Malumba	208410/71/1
32	Enala Mbewe	162593/10/1
33	Jane Walima	323546/66/1
34	Faith Makeleta	177178/22/1
36	Chipika Francisca	154520/10/1
37	Mumba Hellen	248226/12/1
38	Kalunga Mildred	263385/12/1
39	Chipungu Christine	740503/10/1
40	Kapya Blessing Makungu	414915/10/1
41	Frezzer Chande Chibesa	185316/12/1
42	Violet Nawakwi	522833/52/1
43	Mathew Mambwe	224410/12/1
44	Progress Ngoma	308315/12/1
45	Mercy Ndlovu	278411/12/1
46	Frank Siandima	615078/11/1
47	Chanda Chebesa	339989/74/1
48	Nsama Chola Loveness	136889/10/1
49	Chilufya Cynthia	328744/10/1
50	Anthony Mwape	191975/12/1
51	Patrick Mwaba Mukuka	155464/43/1
52	Milly Prisca Lombe	268747/67/1
53	Peter Ndala	153127/46/1
54	George Tembo	158139/95/1
55	Victor Simpito	106878/95/1
56	Chisenga Ruth	239706/12/1
57	Lydia Musonda	127654/12/1
58	Navions Katuta	215921/12/1
59	Chanda Chibesa	339989/74/1

After a brief discussion, upon a proposal by Councillor Mwandu Giff and duly seconded by Councillor Mwiinga Hamalabbi, it was;

RESOLVED TO RECOMMEND

That the Application for Stand Normalization by the applicants that appeared before the committee be **APPROVED**.

PWD&RE/11/10/23

APPLICATIONS FOR PLOT NORMALIZATION

The District Planning Officer reported for Consideration of the committee that management was in receipt of applications for plot normalization from various individual as tabulated on the table below:

S/N	NAME	NRC NUMBER	PLOT#	USE	STATUS
1	Chumabantu Chuma	422631/61/1	8520/116 (Turn off)	Residential	Window Level
2	Juma Nyirongo	256528/12/1	81648/37a (Low Density)	Residential	Developed
3	Peter Kalunga		SER/3578 (Old Ibolelo)	Residential	Developed
4	Jackson Ngosa	382536/16/1	SER/3070 (TURN OFF)	Residential	Foundation
5	Miriam Ngosa	282056/12/1	SER/3071 (TURN OFF)	Residential	Foundation
6	Charles Sakala	205112/12/1	New Market (TBD)	Commercial	Undeveloped
7	Bashka Farming Transport & Bakery Ltd	N/A	2283A (NEW MARKET)	Commercial	Developed
8	Bashka Farming Transport & Bakery Ltd	N/A	2281B (NEW MARKET)	Commercial	Developed
9	Mohamed	578609/99/3	950	Residential	Developed

	Bashir Salat		LINE MESSR		
10	Abdi Omar Hussein	902521/12/2	SER/2237	Commercial	Developed
11	Firston Kalunga Chibuye	104785/12/1	Kambobe Extension (TBD)	Residential	Undeveloped due to relocation
12	Mwila Mutala	257057/12/1	SER/1731	Residential	Developed
13	Mwila Mutala	257057/12/1	SER/2827	Residential	Developed
14	Jama Mohamed Musa	574135/99/3	SER/473	Commercial	Developed
15	Dave Manda	106587/48/1	SER/1698	Residential	Window Level
16	Moses Mulenga	257590/12/1	TBD	Residential	Developed

The applicants were invited to appear before the committee.

RECOMMENDATION

Management recommended that;

- a) Number 9 and 10 should submit resident permits in addition to the NRCs which had been submitted.
- b) Bashka Farming Transport & Bakery Ltd **be differed** as the Zambians were only secretaries and did not have shares in the company as presented on the Pacra Computer Printout. This was contrary to section 3 (3)(b) of the Lands Act which states that:

(3) Subject to any other provisions and procedures relating to alienation of land, the President may alienate land to a non-Zambian under the following circumstances:

(d) Where the non-Zambian is a company registered under the Companies Act, and less than twenty-five

per centum of the issued shares are owned by non-Zambians.

After a brief discussion, upon a proposal by Councillor Mwandu Gift and duly seconded by Councillor Phiri Thomas, it was;

RESOLVED TO RECOMMEND

- i) That the application for Plot Normalization under numbers from 1, 2, 4, 12, 13 and 16 by the applicants that appeared before the committee be **APPROVED**.
- ii) That the application for Plot Normalization under numbers from 3, 5, 6, 11 and 15 that did not appear before the Committee **be referred** to the next Plans Committee meeting.
- iii. The application for plot under numbers from 7, 8 and 14 to finalise with paper work.

PWD&RE/12/10/23

TURN OFF RE-ENTRY STATUS REPORT

The District Planning Officer reported for consideration of the committee that management had concluded the re-entry of properties at the turn off area following the resolution to re-enter undeveloped properties. From the initial 580, an assessment was undertaken out of which 523 were identified as undeveloped. From the 523 identified properties, a total of 100 responses were received as presented on the summary table 1 and 2 below. A letter was written to the office of the Provincial Lands officer to officially remove the properties which were on offer and those on title. Thereafter a list would given back to the Council on the properties that needed action to be taken as attached on Appendix 1.

She further informed the committee that among the challenges faced was the failure to follow the Council

resolution by some residents who continued developing despite being stopped from undertaking developments on under listed properties at the turn off.

Table 1: Responses received from Turn Off properties.

Summary	Total
Plots not developed	523
1. Commercial Plots	55
No responses received	53
Positive response received	2
2. Industrial Plots	30
No responses received	30
3. Residential Plots	438
No response received	340
Positive response received	79
Positive response received /no documents attached	19
Grand Total	523

She further requested from the committee that;

- a) Those who have written should be given time within which to develop failure to which the properties would be re-entered and offered to others.
- b) A re-entry should be actualized on all properties that did not receive any submissions.
- c) Once the list was presented from the Provincial Lands Officer, the office would proceed to advertise the properties to the public.

Table 2: Ownership status on responses received.

Summary	Total
Plots not developed	523
Commercial	55
Plots with council documents	2
Plots with unconfirmed documents	53
Industrial	30
Plots with council documents	29
Plots with confirmed documents (on title)	1
Residential	438
Plots with council documents	45
Plots with unconfirmed documents	362
Plots with confirmed documents (on offer)	27
Plots with confirmed documents (on title)	4
Grand Total	523

After a brief discussion, upon a proposal by Councillor Mwandu Giff and duly seconded by Councillor Mwiinga Hamalabbi, it was;

RESOLVED TO RECOMMEND

- i. Those who have written should be given time within which to develop failure to which the properties will be re-entered and offered to others.
- ii. A re-entry should be actualized on all properties we did not receive any submissions.
- iii. Once the list is presented from the Provincial Lands Officer, we should proceed to advertise the properties to the public.
- iv.

PWD&RE/13/10/23 APPLICATION FOR THE CONVERSION OF 250 HECTARES OF LAND IN CHIEF KABAMBA'S CHIEFDOM BY MOSES TEMBO

The District Planning Officer reported for consideration of the committee that management was in receipt of an application for the conversion of 250 hectares of land from customary tenure to leasehold tenure by Moses Tembo in Chief Kabambas's Chiefdom. The land in question would be for special use and was inspected by the committee.

The applicant was invited to appear before the committee.

After a brief discussion, upon a proposal by Councillor Chief Kabamba and duly seconded by Councillor Francis Katoma, it was;

RESOLVED TO RECOMMEND

That the application for the conversion of 250 Hectares of land by Moses Tembo in Chief Kabambas be **APPROVED**.

**APPLICATION FOR FRESH MINUTE GENERATION BY
INDO ZAMBIA BANK**

The District Planning Officer reported for consideration of the committee that management was in receipt of a request from Indo Zambia Bank to process documents for the property they were offered in 2014. The application was approved but the minute number could not be traced. Indo Zambia Bank wanted to complete the land acquisition process.

After a brief discussion, upon a proposal by Chief Kabamba and duly seconded by Councillor Katoma Francis, it was;

RESOLVED TO RECOMMEND

That the Application for Fresh Minute Generation by Indo Zambia Bank be **APPROVED**.

APPLICATION FOR FRESH MINUTE GENERATION

The District Planning Officer reported for consideration of the committee that management was in receipt of applications for fresh minute generation from Jacqueline Chisela Nonde. The application was differed under minute **PWD&RE/215/06/23** to enable the client prepare documents. Abel Mwitwa who was offered a farm in 2013 under minute number **PWD/89/07/13**. When the applicant applied for issuance of title, due to the time which had elapsed, the application could not be processed. The applicant had since applied for fresh minute generation. MR. Lombe Chitalu paid the fees in 2019 but was omitted on list of applicants.

NAME	NRC NUMBER	YEAR
1. Jacqueline Chisela Nonde	215967/42/1	2011
2. Abel Mwitwa	188433/13/1	2013
3. Lombe Chitalu	333256/64/1	2019

After a brief deliberation, on proposal by Councillor Mwiinga Hamalabbi and duly seconded by Mwandu Gift, it was;

RESOLVED TO RECOMMEND

That the applications for fresh minute generation from Jacqueline Chisela Nonde ,Abel Mwitwa and MR. Lombe Chitalu be **APPROVED**.

REPORT OF THE DIRECTOR OF WORKS

PWD&RE/16/10/23

CONSTRUCTION OF A CONFERENCE HALL AT IBOLELO MOTEL

The Director of Works reported for the decision of the Committee that Serenje Town Council was in the process of constructing a conference hall at Ibolelo Motel using the 20% capital grant, at a revised contract sum of K680, 852 by Jiulu General Trading and Contractors. The project was initially signed at K600, 000, a variation came about due to the fact the walls were structurally compromised and needed to be demolished and rebuilt. The extra works constituted a variation amounting to K80, 852 and the following was the scope;

1. Demolition of existing walls
2. Construction of new walls
3. Ring beam and concrete pillars
4. Plastering and
5. External works

The Council approved an allocation of K400, 000 for this project which is now inadequate to complete the works and as such requires addition funds.

Therefore, management was recommending the cancellation of the project for the construction of a kitchen at the motel and re-allocate the funds amounting to K300, 000 to the conference hall project as they all both been funded under the 20% capital grant. This amount would complete the project for the construction of a conference hall at Ibolelo Motel.

After a brief discussion, upon a proposal by Mwandu Gift and duly seconded by Councillor Mwiinga Hamalabbi, it was;

RESOLVED TO RECOMMEND

That the Construction of a Conference Hall at Ibolelo Motel be **CONSIDERED**.

PWD&RE/17/10/23

CONSTRUCTION OF A WALL FENCE AT THE DRY PORT

The Director of Works reported for the information of the Committee that Serenje Town Council was working on the construction of a wall fence at the dry port. This was done in order to improve security of the place. The project was funded using the 20% equalization grant. Works that were going on were the excavations and casting of the foundation strip. The council bought all the materials and had only sourced for labor.

Thereafter, the Report on Construction of a Wall Fence at the Dry Port was **NOTED**.

PWD&RE/18/10/23

CONSTRUCTION OF TWO CROSSING POINT UNDER RURAL INFRASTRUCTURE DEVELOPMENT

The Director of Works reported for the information of the Committee that the Ministry of Local government and Rural Development funded the construction of two bridges whose contracts were signed and contractors had already taken the sites. The construction of Kababa Bridge in Serenje Ward of Muchinga Constituency was awarded to **CREATIVE TEAM CONSTRUCTION AND GENERAL DEALERS** at a contract amount of K1, 282,639.70 and the construction of

Mpemba Bridge in Muchinda Ward of Serenje Central was awarded to **SWENGWA LIMITED** at a contract amount of K1, 411,137.21.

Thereafter, the Report on Construction of Two Crossing Points under Rural Infrastructure Development was **NOTED**.

PWD&RE/19/10/23

2020/21 CONSTITUENCY DEVELOPMENT FUND PROJECT UPDATE

The Director of Works reported for the information of the Committee that the table attached as appendix "A" showed the outstanding projects from 2020/21 allocation.

Thereafter, the Report on 2020/21 Constituency Development Fund Project Update was **NOTED**.

PWD&RE/20/10/23

2022 CONSTITUENCY DEVELOPMENT FUND PROJECT UPDATE

The Director of Works reported for the information of the Committee that management progressed with the implementation of the 2022 constituency Development Fund Project. Some projects had been completed, others works were ongoing and a few were at procurement stage. The table attached as appendix "B" and "C" gave the list of projects and status for each constituency.

Thereafter, the Report on 2022 Constituency Development Fund Project Update was **NOTED**.

PWD&RE/21/10/23

2023 APPROVED CONSTITUENCY DEVELOPMENT FUND PROJECTS

The Director of Works reported for the information of the Committee that we have equally made progress with the implementation of 2023 CDF with most of the project at awarding stage. Circular No. 12 of 2022, ZPPA has guided on the confirmation of the availability of funds before commencement of the procurement process. However, we have been further guided to go ahead with the procurement of works using the funds

available in the account and when we have exhausted over 75% then the Ministry can send more funding. The table attached as appendix “D” and “E” gives the list of projects approved for each constituency.

Thereafter, the Report on 2023 Approved Constituency Development Fund Projects was **NOTED**.

PWD&RE/22/10/23: RECOMMENDED PROJECTS FOR FUNDING USING THE SAVED FUNDS – MUCHINGA CONSTITUENCY

The Director of Works reported for the information of the Committee that the Muchinga Constituency made savings of funds from the 2021/22 projects amounting to **K1,661,310.89**. From the same, K141, 310.89 was used as additional funds to ongoing projects while K1,520,000 was allocated as indicated in the table below.

Furthermore, the committee varied funds amounting to **K4, 170,000.00** from the 2022 Bursary component to projects components, the proposed projects are as indicated in the table below. These are projects that were not funded due to inadequacy of funds.

S/N	NAME OF PROJECT	WARD	PROJECT LOCATION	PROJECT ALLOCATION (K)
1	Procurement of a Skip Truck	All Wards	All Wards	750,000.00
2	Procurement of furniture	Kabansa	Kabansa Health Post	400,000.00
3	Procurement of furniture	Masanninga	Mulembo Health Post	310,000.00
4	Water reticulation at Kamena	Kamena	Kamena Primary School	20,000.00
5	Water reticulation at Chibale	Chibale	Chibale Centre	40,000.00
	TOTAL			1,520,000.00

The list below gave the recommended projects to be undertaken from the varied funds

S/N	NAME OF PROJECT	WARD	PROJECT LOCATION	PROJECT ALLOCATION (K)
1	Construction of Katamba Bridge	Masanninga	Katamba Stream	300,000.00
2	Construction of an ablution block	Masanninga	Nchimishi	

	And water reticulation system			750,000.00
3	Construction of Muteteshi Bridge	Mailo	Muteteshi river	1,800,000.00
4	construction of Mwenshe Bridge	Mwenshe	Kalumbu	200,000.00
5	Construction of dormitory	Kanona	Mupepetwe Sec. School	800,000.00
6	Construction of an incinerator and bathroom and toilet	Masanninga	Kapeshi	150,000
7	Construction of an incinerator and bathroom and toilet	Mailo	Mailo Health Post	150,000
8	Installation of a booster pump At kanona water reticulation system	Kanona	Kanona Centre	20,000
	TOTAL			4,170,000.00

Thereafter, the Report on Recommended Projects for Funding Using the Saved Funds – Muchinga Constituency was **NOTED**.

PWD&RE/23/10/23

DRILLING OF TEN BOREHOLES

The Director of Works reported for the information of the Committee that the Ministry of Water Development and Sanitation had engaged ML drilling and exploration limited to drill and equip 10 boreholes in various points in the District. The contractor had so far managed to drill the boreholes and was preparing to equip them. The following were the sites;

Muchinga Constituency

1. Chibuye Saili Primary School
2. Bwingo Community School
3. Mambwe Locha Community School
4. Kabinga Community School
5. Kansansa Community

Serenje Central Constituency

1. Chinini Primary School
2. Kamuchanga Community School
3. Lumpampa School
4. Chimupati Secondary School
5. Maipalile Community School

Thereafter, the Report on Drilling of Ten Boreholes was **NOTED**.

PWD&RE/24/10/23

REHABILITATION OF 73 BOREHOLES

The Director of Works reported for the information of the Committee that 73 boreholes were rehabilitated in the District in the first and second quarter of 2023 by cooperating partner Empowered Communities Helping Others-ECHO. This was in the bid to improve access to clean and adequate drinking water. This organization stood on promoting social development through the facilitation of an integrated process of social change for the most vulnerable communities in order to improve their individual and societal well-being.

Thereafter, the Report on Rehabilitation of 73 Boreholes was **NOTED**.

PWD&RE/25/10/23

FIRE BRIGADE REPORT

The Director of Works reported for the information of the Committee that during the period under review that was 1st July 2023 to date, the fire brigade turned out to different incidents with the District. The Table below gave the nature of incidents that occurred.

INCIDENTS	TOTAL OCCURRENCE	No. OF OCCURENCE	SCENE REMARK	TURN OUT REMARK	LOCATION
Fires	13	11	11 Non-fatal	Turned out	Various locations (Serenje)
		02	02 fatal	Turned out	Mkushi
Drowning Cases	03	03	Fatal	Turned Out	Kafina Dam Jere Turn off
RTA	04	04	Fatal 04, non-fatal	Turned out	Along great North road
		02	02 fatal	Turned out	Mkushi
Special	51	51	Non –	Turned	Various

Fleet

- During the period under review the fire brigade has
3. 01 Scania fire truck – runner
 4. 01 Isuzu light pump –runner

Thereafter, the Fire Brigade Report was **NOTED**

REPORT OF THE DISTRICT AGRICULTURAL COORDINATOR

PWD&RE/26/10/23: APMEP IRRIGATION SCHEMES

The District Agricultural Coordinator reported for the information of the Committee that during the period under review, the district implemented the following activities the categories below;

1.3 Mulembo Mazembe Sasa Irrigation Company

The company had planted the following crops in all the three schemes for the 2022/23 season;

SN	CROP	HA	PRODUCTION (50kgs bags)
1) Mulembo			
1	Cassava	1.5	Crop failure
2	Soya beans	20	24
2) Mazembe			
1	Soya beans	10	Crop failure
3)	Soya beans	10	Crop failure

The crop failure was attributed to the fact that the scheme did not have operational funds to buy inputs and also for crop management.

1.4 Lusiwasi Irrigation Company

The area planted for this season by this Company was as follows:

SN	CROP	HA	PRODUCTION (50kgs bags)
1	Cassava	28.8	252
2	Maize	15.4	792
3	Beans	2	9
4	Soya beans	7	23

Sasa and Mazembe experienced crop failure. Mulembo had poor harvest while Lusiwasi was moderate.

Way forward;

- Support for the four schemes was lobbied from the project.
- Small areas would be put under intensive management in 2023/24 season and expansions in 2024/25.
- The board for Lusiwasi irrigation scheme just got the appointment letters and was in the process of providing strategic direction to the company, while the Mazembe Sasa and Mulembo Scheme is yet to get the board appointed.
- Two tractors being expected in the third quarter with some inputs for the sites.

Under the irrigation development, 40 x 1300m drip tapes, 34 sprinklers, 34 x 70m drip connectors, 5 disc filters, 10 polypipe hole opener, 34 drip plug end stop, 5 male adapters and 5 female threaded sockets. The irrigation pumps are still being awaited. These will be distributed to the Schemes, feeding centres and FTC (Farmer Training Centre).

1.3 RESTOCKING OF FISH CAGES AT LUSIWASI

The APMEP project during the period had not yet delivered the 90,000 fingerlings and feed for the cages at Lusiwasi which were planned in two phases of 45,000 fingerlings each. 150 bags of fish feed has been received in the month of October, 2023

1.4 CHILD FEEDING CENTRES

During the period under review, the district continued the feeding programs and continued to monitor the garden programs under the Child Feeding Centres that were established under APMEP.

The current enrolment and rehabilitation statistics were as follows;

1.4.1 Nchimishi Feeding center

Total Enrolled 23 children

- 14 female
- 9 male

Rehabilitated 9 children (7 female & 2 male).

Remaining Children 14 (7 female & 7 male).

1.4.2 Mulilima Feeding center

Total Enrolled with parents 140 (103 female & 37 male).

DATE	# OF CHILDREN			
		MALE	FEMALE	
2/7/2023	42	21	21	
	4	1	3	ADMITTED
	10	3	7	REHABILITATED
	36	19	17	REMAIMING
	37	1	36	PARENTS
2/8/2023	36	19	17	
	7	4	3	REHABILITATED
	29	15	14	REMAINING
	29	0	29	PARENTS
2/9/2023	29	15	14	
	3	1	2	ADMITTED
	1	1	0	DIED
	32	0	32	PARENTS
Total	140	37	103	

Both sites have prepared have a vegetable garden. The project supplied some food rations (6 bags Kapenta, 10 bags soya beans, 10 bags Groundnuts and 10 bags Maize)

Thereafter, the report on APMEP Irrigation Schemes was **NOTED**

The District Agricultural Coordinator reported for the information of the Committee that the ECOBSI project was funded by the Japanese International Agency (JICA). Since commencement of the Project, the district had put up 34 temporal weirs in 15 camps. The total area covered under irrigation since inception was 88 ha. The project was active in 3 camps which were receiving support in terms of fuel.

The project managed to put up four weirs during the period under review.

Thereafter, the Report on ECOBSI was **NOTED**

The District Agricultural Coordinator reported for the information of the Committee that the district had been assigned 16 satellite depots as follows; Chisebwa, Chibobo, Milenje, Kashishi, Mukomansala, Mapepala, Lupiya, Lumpampa, FTC, Mulilima, Nchimishi, Chibale, Chintankwa, Teta, Kaseba and Kabamba.

Crop purchase was set to commence in June, 2023.

The maize price for FRA was K5.60/kg (K280.00/50kgs).

S/N	SATELLITE DEPOT	MAIZE PURCHASE 50KG	MAIZE PRICE ZMK	CROP (MAIZE) VALUE ZMK
1	CHIBALE	4,195	280.00	1,174,600.00
2	CHIBOBO	4,034	280.00	1,129,520.00
3	CHISEBWA	1,832	280.00	512,960.00
4	CHINTANKWA	6,166	280.00	1,726,480.00
5	FTC	4,232	280.00	1,184,960.00
6	KABAMBA	3,090	280.00	865,200.00

7	KASEBA	3,907	280.00	1,093,960.00
8	KASHISHI	1,911	280.00	535,080.00
9	LUMPAMPA	7,902	280.00	2,212,560.00
10	LUPIYA	6,565	280.00	1,838,200.00
11	MAPEPALA	4,358	280.00	1,220,240.00
12	MILENJE	1,976	280.00	553,280.00
13	MUKOMANSALA	1,632	280.00	456,960.00
14	MULILIMA	1,264	280.00	353,920.00
15	NCHIMISHI	2,749	280.00	769,720.00
16	TETA	4,672	280.00	1,308,160.00
17	CHIEFTAINESS SERENJE	3,696	280.00	1,034,880.00
18	KANONA	1,224	280.00	342,720.00
19	MAILO	1,658	280.00	464,240.00
20	MISWEMA	4,507	280.00	1,261,960.00
21	MUPEPETWE	4,091	280.00	1,145,480.00
22	NAKALENGULE	3,874	280.00	1,084,720.00
	TOTAL	79,535	280.00	22,269,800.00

Thereafter, the report on FRA Crop Marketing was
NOTED

PWD&RE/29/10/23:

FISP IMPLEMENTATION FOR THE 2022-2023 FARMING SEASON

The District Agricultural Coordinator reported for the information of the Committee that Serenje district had a total of 68,495 registered farmers 32,797 male and 35,698 female under the Zambia Integrated Agricultural Management Information System (ZIAMIS). For the 2023-2024 Agricultural Season, the district was allocated 19,097 farmers under the FISP with the mode of implementation being E-voucher.

1.1 FISP implementation status 2023/24

- District Target 19,097
- Farmer registration and database cleaning done.
- Beneficiary selection has been done
- Currently deposits on going
- ATDs Issued: 12,166 (63.71%)
- Farmers Deposited: 11, 461 (60.01%)
- Revenue raised: **K4, 584, 000.00 against a target of K7, 638, 800.00 (60.01%)**
- Deposit end date: scheduled for 26th October, 2023

1.2 Agro dealers List

- Being awaited and to be released in due course.
- Input collection to commence after deposits

Thereafter, the report on FISP Implementation for the 2022-2023 Farming Season was **NOTED**.

PWD&RE/30/10/23:

THE ZAMBIA EMERGENCY FOOD PRODUCTION FACILITY

The District Agricultural Coordinator reported for the information of the Committee that the district was implementing the Zambia Emergency Food Production Facility which was a project funded by the African Development Bank and would run for two years from July 2022 to June, 2024 whose Project objective was to build resilient farming livelihoods and increase food and nutrition security.

Under this facility, Serenje district was allocated 2,582 beneficiaries in 2022/23 and these beneficiaries were required to be registered on the tier 2 e-wallet platform of the ZIAMIS digital system with tier 1 being the current GRZ FISP E-voucher system.

A total of 902 farmers were registered under the project out of which 601 had deposited the K5, 000=00 contribution and benefited from the project. After making the K5, 000=00 contribution farmers were entitled to 4 bags of D-Compound fertilizer and 4 bags of Urea fertilizer and the balance they could get either Maize, Soya beans or Beans seeds.

Closed for the 2022/23 season.

Agro dealers ZEPF Implementation status for 2023/24

The implementation modalities and Agro dealer lists were being awaited including the allocation for the season.

The program would run concurrently with the FISP.

Thereafter, the report on the Zambia Emergency Food Production Facility was **NOTED**.

PWD&RE/31/10/23:

COMPREHENSIVE AGRICULTURE TRANSFORMATION SUPPORT PROGRAMME (CATSP)

The District Agricultural Coordinator reported for the information of the Committee that CATSP was a sustainable agriculture financial facility for farmers in Zambia.

- A program under the Umbrella of the CATSP was coming on board. This alternative program would provide access to affordable credit to our small scale farmers in order to address financial constraints in the farming sector.
- Those who would not benefit from the FISP could make use of this facility.
- Implementation modalities were yet to be received and shared with the farmers.

Thereafter, the report on Comprehensive Agriculture Transformation Support Programme (**CATSP**) was **NOTED**.

The District Agricultural Coordinator reported for the information of the Committee that Government had in 2023 earmarked to develop and revamp the Nasanga Farm Block and fully operationalize it by providing the necessary support infrastructure such as access roads, electricity, and rehabilitation of dams and provision of water for domestic uses through the rehabilitation and drilling of boreholes. A number of activities were done in the first and second quarter;

- The stakeholders meeting was successfully conducted.
- Community engagement meetings to create awareness among the community members in the Nasanga Farm Block and the surrounding areas about the revamping of the farm Block and its associated benefits were successfully done and a total of 1,211 community members (726 male and 485 female) were successfully sensitized.
- Three surveys on power line extension, access roads and land utilization have been successfully conducted
- Validation meeting for all field surveys reports
- Rehabilitation of 15 boreholes in Lupiya, Kabundi and Mapepala.

Request for funds for infrastructure works such as opening up of the roads, power lines, dam rehabilitation and the drilling of boreholes were done and fund disbursement being awaited.

During the third quarter, the district received a brand new land cruiser under the Farm Block Development from the central government to enhance extension delivery in the farm blocks.

1.1 NANSANGA COMMODITY VALUE CHAIN TRANSFORMATION PROJECT (NCVCTP)

This was a US\$ 10.00m project to be financed by the Africa Development Bank under the Ministry of Agriculture.

The project was at appraisal stage and set to start in the first quarter of 2024.

During the period under review two stakeholders meetings were held;

- Stakeholders meeting with district, national and other stakeholders
- Stakeholders meeting with farmers in the farm block as intended beneficiaries

The purpose of the two meetings were to get feedback on the anticipated impact (both positive and negative) of the project.

1.2 Mining Activities in the Farm Block

An assessment of the mining activities in the farm block was undertaken with the council where it's been observed that the Mining activities in the Farm block are going against the objective of the government to develop the farm block and defeating the purpose of the farm block concept where land use meant for agriculture has been turned into mining sites even with those that have exploration licenses. Furthermore no consent was obtained from the ministry.

Recommendation:

- The area under farm blocks needs to be ring fenced and protected from mining activities.
- Engagements between the Ministry of Agriculture and Ministry of Mines need to be urgently undertaken.

Thereafter, the report on Farm Block Development was **NOTED.**

PWD&RE/33/10/23: COLLABORATION WITH OTHER PARTNERS

1.1 aHHa

The District Agricultural Coordinator reported for the information of the Committee that aHHa was an Australian based Non-governmental Organisation movement whose focus was building communities globally especially through empowering children and women universally did provide a grant support to Chibobo Women Association comprising 15 women clubs under the Ministry of Agriculture. The grant support included provision of 71 goats (42 goats at hand over) and 300 broiler chickens with accompanying feed.

The Project would be closely monitored with the Ministry of Livestock and Fisheries to ensure its success.

Thereafter, the report on Collaboration with other Partners was **NOTED**.

PWD&RE/34/10/23: INTERNATIONAL CENTRE FOR AGROFORESTRY RESEARCH (ICRAF) FRUIT TREE PROJECT

The District Agricultural Coordinator reported for the information of the Committee that the ICRAF project would establish a fruit nursery and grafting center as well as demonstration at the Farmers Training Center.

Project was implemented in Serenje and Mpika.

The target for Serenje was 17, 500 plants and targeting 2, 500 beneficiaries.

Fruit trees would include; Oranges, pawp paws, guavas, mangos, avocados and bananas.

Implementation status

- Site was allocated at the FTC
- Land preparation was done (3ha)
- Rain feed fruits would be established at the demonstration center in the 2023/24 season.
- The Project would start the process of squaring and pegging of the points (holes) for the tree plants station
- The Ministry was in the process of improving the water reticulation system so us to introduce irrigation

Thereafter, the Report on International Centre for Agroforestry Research (ICRAF) Fruit Tree Project was **NOTED**.

PWD&RE/35/10/23: SHOWS

The District Agricultural Coordinator reported for the information of the Committee that the district participated in both the Provincial and National Show. The Provincial Show was held in Kabwe from 14th to 16th July, 2023 and the National Show was 1st to 7th August, 2023 in Lusaka.

The District scoped first prize in the category of Value addition

The Committee commended the District for the prize in the category of Value Addition.

Thereafter, the Report on Shows was **NOTED**.

PWD&RE/36/10/23: CHALLENGES

The District Agricultural Coordinator reported for the information of the Committee that the sector was grappling with the challenge of staff accommodation and transport (motorbikes) for field staff. The district only had 25 poor and dilated houses of the 46 field staff housing that should normally be available.

Consideration must be made for construction of field staff housing under the constituency Development Fund (CDF).

Thereafter, the Report on Challenges was **NOTED**.

REPORT OF THE DISTRICT WATER DEVELOPMENT OFFICER

PWD&RE/37/10/23 SITE HAND OVER OF MBASWA DAM SITE

The District Water Development Officer reported for the information of the Committee that on 14th September 2023 a site handover ceremony to GNM Projects limited, the contractor for Mbaswa Dam construction was done.

The contractor was expected to mobilize on site first week of October 2013. However, due to unforeseen circumstances, by first week of October 2023 the contractor had not mobilized on site.

Thereafter, the Report was **NOTED**.

There being no any other business to transact the Chairperson thanked all for attending the meeting and closing prayer was given by Councillor Katoma Francis and the meeting was declared closed at 14: 21 hours.

COMMITTEE

CHAIRPERSON.....DATE.....SIGN.....



SERENJE TOWN COUNCIL

MINUTES OF THE FINANCE, HUMAN RESOURCE AND GENERAL PURPOSES COMMITTEE MEETING HELD IN THE COMMITTEE ROOM, NG'ANSWA ROAD, SERENJE ON FRIDAY 20TH OCTOBER, 2023 AT 09:00 HOURS.

PRESENT

COUNCILLORS:	Leonard Kanchepa	-	Chairperson
	Elvis Chisenga	-	Member
	Stanley Mambwe	-	Member
	Francis Chola	-	Member
	Wilfred Mulenga	-	Member
	Douglas F.J Sigauk	-	Ex-officio
	Stavious Mulumba	-	Ex- officio

APOLOGIES:	Chief Chibale	-	Member
-------------------	---------------	---	--------

IN ATTENDANCE:	Smart Muwowo	-	Deputy Council Secretary
	Martin Sikanyika	-	Council Treasurer
	Mtonga Mafita	-	Director of Works
	Sarah M. Chewe	-	Chief Administrative Officer
	Kelvin Chilufya	-	Internal Auditor
	Janet Mumba	-	Assistant Procurement Officer
	Oscar Malipenga	-	Public Relations Officer
	Robert Phiri	-	Committee Clerk
	Sifuniso R. Musole	-	Assistant Committee Clerk

PRAYER

Prior to the commencement of the meeting the Deputy Council Chairperson – Douglas F.J Sigauke gave an opening prayer.

NOTICE CONVENING THE MEETING

The notice convening the meeting was read by the Deputy Council Secretary – Mr Smart Muwowo and thereafter the meeting was called to order at 09:45 hours.

APOLOGY FOR ABSENCE

An apology for absence was received from His Royal Highness – Chief Chibale.

CHAIRPERSON'S OPENING PRAYER

The Chairperson welcomed everyone present to the meeting and encouraged everyone to feel free and participate fully.

REPORT OF THE DEPUTY COUNCIL SECRETARY

FHR&GP/01/10/23: DISCIPLINARY CASES

The Deputy Council Secretary reported to the Committee that the Local Government Service Commission had concluded the cases of the following officers:

NO.	NAME	POSITION	CASE CHARGE	STATUS
1.	Steven Chola	Ag. Council Treasurer	Gross Negligence, Substandard Performance and poor Supervision	<ul style="list-style-type: none">• LGSC has written him a final warning
2.	Mtundu Chaponda	Internal Auditor	Gross Negligence, Substandard Performance and poor Supervision	LGSC has written her a final warning
3.	Mooya Nakuweza	Internal Audit Assistant	Gross Negligence, Substandard Performance and poor Supervision	LGSC has written her a final warning
4.	Mwansa Florence Mulenga	Assistant Accountant	Fraud	Summary dismissal
5.	Chisenga Lillian	Assistant	Fraud	Summary dismissal

		Accountant		
6.	Phiri Evelyn	Accountancy Assistant	Fraud	Summary dismissal
7.	Kapondela Elina	Clerical Officer	Fraud	Summary dismissal
8.	Nchimunya Banji Clever	Works Foreman	Desertion	Summary dismissal
9.	Alfred Lubula	Chief Human Resource Officer	Fraud	Suspension lifted and was cleared by University of Africa as well as Zambia Qualification Authority Authentic documents

After a lengthy discussion, the Committee urged management to be engaging Committee Chairpersons during the preparation of the reports for additions on issues that the Committee might have.

Thereafter, the report on Disciplinary Cases was **Noted**.

FHR&GP/02/10/23: STAFF TRANSFERS

The Deputy Council Secretary reported to the Committee that the Local Government Service Commission had transferred the under – listed employees to other Local Authorities and also received an employee as shown below:

NO.	NAME	POSITION	REASON	LOCAL AUTHORITY
1.	Milly Muluti	Council Secretary	Re-graded as Director Housing	Mongu Municipal Council
2.	David Sakala	Water and Sanitation Officer – LGSS 7	Deputy Director of Works – LGSS 6	Chilanga Town Council
3.	Joshua Daka	Registry Clerk	Promoted as Administrative Officer – LGSS 10	Lusangazi Town Council
4.	James Kango	Revenue Collector – LGSS 18	Promoted as Assistant Committee Clerk – LGSS 12	Chitambo Town Council
5.	Mulenga Mutale	Fire Fighter –	Promoted as Leading Fire Officer	Lupososhi Town

		LGSS 14	– LGSS 13	Council
6.	Tendai Tembo	Fire Fighter – LGSS 14	Promoted as Leading Fire Officer – LGSS 13	Mambwe Town Council
7.	Hangubo Conard	Fire Fighter – LGSS 14	Promoted as Leading Fire Officer – LGSS 13	Kasempa Town Council
8.	Muzenda Steven	Fire Fighter – LGSS 14	Promoted as Leading Fire Officer – LGSS 13	Chasefu Town Council
9.	Michelo Ng'andu	Fire Fighter – LGSS 14	Promoted as Leading Fire Officer – LGSS 13	Kasempa Town Council
10.	Chibaki Emmanuel	Fire Fighter – LGSS 14	Promoted as Leading Fire Officer – LGSS 13	Kasempa Town Council
11.	Tembo Dimas	Fire Fighter – LGSS 14	Promoted as Leading Fire Officer – LGSS 13	Nsama Town Council
12.	Bwalya Mameritus	Fire Fighter – LGSS 14	Promoted as Leading Fire Officer – LGSS 13	Nsenga Hill Town Council
13.	Shadreck Chibale	Senior Accountancy Assistant	Chinsali Municipal Council	Serenje Town Council

Thereafter, the report on Staff Transfers was **Noted**.

FHR&GP/03/10/23: STAFF PROMOTIONS

The Deputy Council Secretary reported to the Committee that the Local Government Service Commission promoted the under – listed employees as shown below: -

S/N	NAME	SUBSTANTIVE POSITION	CURRENT POSITIONS
1.	Zulu Braun Leon	Leading Fire Officer – LGSS 14	Sub Fire Officer – LGSS 12
2.	Ruth Kavwala	Assistant Committee Clerk- LGSS 12	Administrative Officer – LGSS 10

Thereafter, the report on Staff Promotions was **Noted**.

The Deputy Council Secretary reported to the Committee that Mr. Felix Solochi, Grader Operator (G1) under Division four (4) tendered in his resignation on 21st July, 2023.

Thereafter, the report on Staff Resignation was **Noted**.

FHR&GP/05/10/23: COMPOSITION OF MEMBERS OF HUMAN RESOURCE MANAGEMENT COMMITTEES IN LOCAL AUTHORITIES AND VALIDITY OF OATH OF SECRECY

The Deputy Council Secretary reported to the Committee that the Commission Secretary - Local Government Service Commission in their letter dated 28th September, 2023 communicated to all Principal Officers the two key policies and support the standardization of Human Resource Management Committees in all Local Authorities that in accordance with the provision of Section 33 of the Service Commission Act No. 10 of 2016, the Human Resource Management Committee in every Local Authority shall consist of the following:-

1. The Principal Officer who shall be the Responsible Officer
2. All Heads of Departments of the Council who report direct to the Principal Officer. These are:-
 - (i) Director of Engineering;
 - (ii) Director of Community Services;
 - (iii) Director of Planning;
 - (iv) Director of Health Services;
 - (v) Director of Fisheries, Livestock and Veterinary Services;
 - (vi) Director of Finance; and
 - (vii) Director of Human Resource and Administration
3. A Union representative nominated collectively by the trade unions that represent employees in the Council;
4. Two persons from outside the Public Service who are members of the Zambia Institute of Human Resource Management or any equivalent body specified in relevant regulations recommended by the Responsible Officer.

The Chairperson and the Vice Chairperson for the Human Resource Management Committee would be drawn from the two persons from outside the Public Service.

Officer in the Human Resource Department who deal with human resource matters would serve as Secretariat of the Committee.

They were further informed that Responsible Officers and members of the Secretariat who had been sworn-in in one Local Authority and were transferred to another Local Authority were not required to be sworn-in again before they would take up work of the Human Resource Management Committee of the Local Authority and were guided that the current or existing HRMCS would continue to preside over staff matters until such a time that respective HRMCs had been realigned in accordance with the circular.

Thereafter, the report on Composition of Members of Human Resource Management Committees in Local Authorities and Validity of Oath of Secrecy was **Noted**.

FHR&GP/06/10/23: TRAINING PROGRAMME OF CHAMPIONS IN THE LOCAL GOVERNMENT MANAGEMENT INFORMATION (LGNIS) SYSTEM

The Deputy Council Secretary reported to the Committee that the Local Government Service Commission invited three (3) officers from each Local Authority to attend the above mentioned training workshop organized by the Ministry of Local Government and Rural Development held at Mika Convention Centre from 9th October, 2023 to 13th October, 2023. Serenje Town Council managed to send the three officers.

Thereafter, the report on Training Programme of Champions in The Local Government Management Information (LGNIS) System was **Noted**.

REPORT OF THE COUNCIL TREASURER

FHR&GP/07/10/23: RECEIPTS AND PAYMENTS AS AT 30th June, 2023.

The Council Treasurer reported for the consideration of the Committee that for the period under review, Council collected cumulative receipts amounting to K11,829,822.16 comprising of locally generated funds, Local Government Equalization fund and Constituency Development Fund representing 56% performance when compared against the Flexed Budgeted amount of K39,125,863.46 as at 30th June, 2023. In terms of Expenditure, Council expensed a cumulative total of K16,530,006.46 as at the reporting date representing 42% performance compared to the Flexed Budgeted amount of K39,125,863.46. The detailed analysis of Receipts and Payments Statement, was as attached at **Appendix A**.

On proposal by Councillor Stanley Mambwe duly seconded by Councillor Francis Chola, it was

RESOLVED TO RECOMMEND THAT

The report on Receipts and Payments as at 30th June, 2023 be **Considered**.

FHR&GP/08/10/23: MOTEL PROFIT AND LOSS AS AT 30th JUNE, 2023.

The Council Treasurer reported for the consideration of the Committee that for the period under review the Council Motel (Ibolelo Valley View Inn) cumulative receipts amounted to K419, 551.00 while cumulative purchases amounted to K350, 093.00 representing (K2, 904.00) loss with the opening balance profit of K66, 554.00. For the detailed analysis, see the attached Motel Profit and Loss account at **Appendix B**.

After a brief deliberation, the Committee commended the Council Motel on the good performance and on proposal by Councillor Stanley Mambwe duly seconded by Councillor Francis Chola, it was;

RESOLVED TO RECOMMEND THAT

The report on Motel Profit and Loss as at 30th June, 2023 be **Considered**.

FHR&GP/09/10/23: COUNCIL DEBT STOCK AS 30TH SEPTEMBER, 2023

The Council Treasurer reported to the Committee that as at 30th September, 2023 Total Council Debt stood at K43,627,975.14 comprising of various categories of debt. The Detailed analysis of the Council debt was as attached on **Appendix C**.

After a brief deliberation, the report on Council Debt Stock as 30th September, 2023 was **Noted**.

FHR&GP/10/10/23: VARIATMENT OF KITCHEN CONSTRUCTION TO CONSTRUCT A CONFERENCE HALL AT THE MOTEL

The Council Treasurer reported to the Committee that as per The Public Finance Management Act (ACT NO 1 OF 2018) PART IV section 31 close (a), the Council Management had proposed a variatment of construction of Council Kitchen which was approved for K300,000.00 to go toward Constructions of conference Hall at the cost of K700,000.00 at the council motel both to be funded under 20% capital component.

On proposal by Councillor Elvis Chisenga duly seconded by Councillor Stanley Mambwe, it was;

RESOLVED TO RECOMMEND THAT

The report on Variatment of Kitchen Construction to Construct a Conference Hall at the Motel be **Considered**.

FHR&GP/11/10/23: 2022 SERENJE CENTRAL CDF FUNDING AND EXPENDITURE RETURN STATUS AS AT 30TH SEPTEMBER, 2023

The Council Treasurer reported to the Committee that as at 31st September, 2023, the Council receipted a total amount of Kwacha Twenty-Three Million Nine Hundred Seventy-One Thousand Nine Hundred Forty-Nine Thirty-Three Ngwee (K23,971,949.33). The Council spent Kwacha Ten Million Eight Hundred Sixty-Six Thousand Thirty-Eight Kwacha Ninety-One

Ngwee (K10,866,638.91) as at 30th September, 2023. The detailed analysis was as attached on **Appendix D**.

Thereafter, the report on 2022 Serenje Central CDF Funding and Expenditure Return status as at 30th September, 2023 was **Noted**.

FHR&GP/12/10/23: 2023 SERENJE CENTRAL CDF FUNDING AND EXPENDITURE RETURN STATUS AS AT 30TH SEPTEMBER, 2023.

The Council Treasurer reported to the Committee that the Council receipted total amount of Kwacha Seven Million Seven Hundred Seventy-Four Thousand Nine Hundred Eleven Eight Ngwee (K7,774,911.08) and spent Kwacha Seven Hundred Forty-Five Thousand Three Hundred Ninety-Six Ninety-Five Ngwee (K745,396.95) as at 30th September, 2023. The detailed analysis was as attached on **Appendix E**.

Thereafter, the report on 2023 Serenje Central CDF Funding and Expenditure Return status as at 30th September, 2023 was **Noted**.

FHR&GP/13/10/23: 2022 MUCHINGA CDF FUNDING AND EXPENDITURE STATUS AS AT 30TH SEPTEMBER, 2023

The Council Treasurer reported to the Committee that the Council receipted 2022 CDF for Muchinga CDF amounting Kwacha Twenty-Three Million Seven Hundred Thirty-Nine Thousand Nine Hundred Ten Ninety Ngwee (K23,739,910.90) as at 31st December, 2022 and spent Kwacha Six Million Nine Hundred Thirty-Two Thousand Four Hundred Twenty-Three Kwacha Eighty-Nine (K6,932,423.89) as at 30th September, 2023. The detailed analysis was as attached on **Appendix F**.

Thereafter, the report on 2022 Muchinga CDF Funding and Expenditure Return status as at 30th September, 2023 was **Noted**.

FHR&GP/14/10/23: 2023 MUCHINGA CDF FUNDING AND EXPENDITURE RETURN STATUS AS AT 30TH SEPTEMBER, 2023

The Council Treasurer reported to the Committee that as at 30th September, 2023 the Council receipted total amount of Kwacha Seven Million Seven Hundred Seventy-Four Thousand

Nine Hundred Eleven Eight Ngwee (K7,774,911.08) and spend Kwacha Three Hundred Fifty Thousand Seven Hundred Forty-Two Kwacha Twenty-Two Ngwee (K350,742.25) as at 30th September 2023. The detailed analysis was as attached on **Appendix G.**

Thereafter, the report on 2023 Muchinga CDF Funding and Expenditure Return status as at 30th September, 2023 was **Noted.**

There being no any other business to transact the meeting was declared closed at 12:00 hours and the closing prayer was given by Mr Martin Sikanyika.

COMMITTEE

CHAIRPERSON.....DATE.....SIGN.....



SERENJE TOWN COUNCIL

MINUTES OF THE AUDIT COMMITTEE MEETING HELD IN THE COMMITTEE ROOM, CIVIC CENTRE, ALONG NG'ANSWA ROAD, SERENJE ON THURSDAY 26TH OCTOBER, 2023 AT 09:00 HOURS

PRESENT

COUNCILLORS:	Brighton Matipa Yamba	-	Chairperson
	Chricious Bwanga	-	Member
	Gershom Changwe	-	Member
	Leo Chinya	-	Member
	Vernon Chibuye	-	Member
	Dauglas F.J. Sigauka	-	D/C/person (Ex-Officio)
	Staivious Mulumba	-	C/ C/Person (Ex-Officio)

OFFICERS

PRESENT:	Smart Muwowo	-	D/Council Secretary
	Martin Sikanyika	-	Council Treasurer
	Mwamba Mukupa	-	District Planning Officer
	Collins Chellah	-	Procurement Officer
	Sarah M. Chewe	-	C/Administrative Officer
	Alfred Lubula	-	C/Human Resource Officer
	Lombe Chitalu	-	Quantity Surveyor
	Sylvia M. Liyoka	-	Health Inspector
	Kelvin Chilufya	-	Assistant Internal Auditor
	Oscar Malipenga	-	Public Relation Officer
	Robert N. Phiri	-	Committee Clerk
	Sifuniso R. Musole	-	Assist. Committee Clerk

OPENING PRAYER

The opening prayer was given by the District Planning Officer Ms. Mukupa Mwamba at 10:26 hours.

NOTICE OF MEETING

The notice convening the meeting was read by the Deputy Council Secretary and the meeting was called to order at 10:26 hours.

OPENING REMARKS

The Chairperson welcomed all members present and encouraged them to participate and contribute fully. He further encouraged all to give maximum participation with emphasis that no committee is more important than the other. Noting that in order to develop the district and be able to defend the report in the Council all should work together.

REPORT OF THE INTERNAL AUDITOR

AUD/01/10/23: FAILURE TO COLLECT REVENUE

The Assistant Internal Auditor reported to the Committee that Section 9 (h) of the Public Finance Management (General) Regulations 2020 required the head of accounting unit of the Local Authority to collect in a timely manner all revenue due to the Local authority. A scrutiny of invoice books revealed that invoices in amounts totaling K294, 223.00 were issued to seven (7) companies between January and March 2023 in respect of business levies, health permits, personal levies etc. for the year 2023. However, contrary to the regulations, the revenue had not been collected by the council. Details were attached as **Appendix A**.

RISK

Loss of revenue/bad debts

RECOMMENDATIONS

Management should ensure that the amount was collected as soon as possible

MANAGEMENT RESPONSE

- ✓ The Council Management appreciated the Internal Auditor's findings that total of Seven invoices had not been collected amounting to K294, 223.00.
- ✓ Invoice number 1059 amounting to K41,683.50 was ready to pay any time before the month end.
- ✓ While the remaining Six, Council Management would engage them by Communicating to them.

After due consideration of the matter upon a proposal by Councillor Geshom Changwe and duly seconded by Councillor Bwanga Chricious, it was;

RESOLVED TO RECOMMENDED

That Management should put in place measures to ensure that the above revenue sources were collected and the report over the same be produced during the Council Meeting.

AUD/02/10/23: NON PAYMENT OF BUSINESS LEVIES BY LOCAL CONTRACTORS

The Assistant Internal Auditor reported to the Committee that Local Government Act No. 2 of 2019 as read with Statutory Instrument No. 70 of 2011 required all business entities operating in a district to pay business levies to a local authority. Further, the law also requires for Health, Fire and Building Inspection fees payments depending on the nature and size of the business. A close scrutiny of records revealed that during the period under review, at least fourteen (14) local companies were awarded contracts to carry out Constituency Development Fund (CDF) Community Projects. However, contrary to the Act, the contactors did not pay for the business levies. Details were attached as **Appendix B**.

RISK

Loss of revenue
Illegal operations

RECOMMENDATION

Management should find ways of collecting levies from local contractors

MANAGEMENT RESPONSE

- ✓ The Council Management appreciated the Internal Auditor's findings on non-compliance by CDF contractors of paying business levies to our Local Authority. However, the Council Management would factor in business levies as qualification on awarding contracts which was K2, 000 per year.

After due consideration of the matter upon a proposal by Councillor Bwanga Chricious and duly seconded by Councillor Chinya Leo, it was;

RESOLVED TO RECOMMENDED

1. That the Council Management should factor in business levies as qualification on awarding contracts which is K2, 000 per year.
2. That once 1 above is factored, no Contractor should be awarded a contract if they have not paid business levy.

AUD/03/10/23: UNDERCOLLECTION OF REVENUE (BUDGET PERFORMANCE)

The Assistant Internal Auditor reported to the Committee that the Council underperformed on four major sources of revenue during the first half of the year 2023. A scrutiny of the Receipts and Payments Account for the period January to June revealed the following:

- The Council collected K2, 528.00 from licenses against the flexed budget amount of K135, 800.00 representing a 2% performance
- The Council collected K247, 090.00 from permits against the flexed budget amount of K474, 875.00 representing a 52% performance
- The Council collected K77, 900.00 from charges against the flexed budget amount of K500, 000.00 representing a 16% performance
- The Council collected K101, 756.42 from other Income against a flexed budget amount of K233, 043.46 representing a 44% performance

Detailed analysis was attached at **Appendix C**

RISK

Planned activities may not be undertaken

RECOMMENDATION

Management should explain the adverse variances

MANAGEMENT RESPONSE

- ✓ The Council Management appreciated the Internal Auditor's findings on the 2% collection of Licenses from the first half of the year. However, the percentage would extremely improve between October and December as it was the renewal period.
- ✓ The Council Management appreciated the Internal Auditor's finding on charges from the first half of the year. This was because the Council had not advertised plots or offloaded what was being repossessed.
- ✓ The Council Management appreciated the findings of the Internal Auditor's on the 44% collection from the 1st half of the year and was remaining with the other half of year, the short fall of 36% would be recovered.

After due consideration of the matter upon a proposal by Councillor Chinya Leo and duly seconded by Councillor Changwe Gershom, it was;

RESOLVED TO RECOMMENDED

That there should be an improvement in revenue collection by December 2023 and Business premises should be painted before acquiring Licenses.

AUD/04/10/23: REVENUE COLLECTION IN FAR FLUNG AREAS

The Assistant Internal Auditor reported to the Committee that the Council Management appointed eighteen (18) Revenue Agents from Ward Development Committees to enhance revenue collection as well as development in far flung areas. According to the appointment letters dated 23rd May 2023, the **WDC** members were to commence revenue collection using Council receipt books in accordance with the WDC guidelines under functions where it was stated that "the WDC shall have the responsibility of raising funds from specified revenue sources within their localities and deposit funds with

the Council. Further, it was agreed that the Council shall remit 20% of the total collections in the Ward accounts for operations and micro projects. According to the information obtained from the Accountable Document Register, eighteen (18) receipt books were issued to various revenue agents between 19th May and 12th June 2023. As at 10th October 2023 there was no communication from the wards.

See appendix D

RISK

Loss of revenue

RECOMMENDATION

Management should explain why there had been no report on the operations of the WDCs for months

Management should make a follow up within that month.

Management should put in more effort and ensure that the revenue was collected.

MANAGEMENT RESPONSE

- ✓ The Council Management appreciated findings of the Internal Auditor on the non-communication from the wards. However, Management and the Council Chairperson would engage the Royal Highnesses since WDCs complained to say they were having challenges with the Chiefs. It was only Kashishi Ward out of all the wards which had Communicated and brought some money (K1, 400.00).

After due consideration of the matter upon a proposal by Councillor Changwe Gershom and duly seconded by Councillor Bwanga Chricious , it was;

RESOLVED TO RECOMMENDED

That Council should engage the Royal Highness over the Ward Development Committees and the same item be brought to full Council meeting.

The Assistant Internal Auditor reported to the Committee that the Internal Audit carried out a spot check on three (3) check points namely Sote, Pensullo and Chipembele check points to monitor revenue collection and ascertain if all the revenue collected was remitted to the Council. The following observations were made:

3. Some Revenue Collectors had a tendency of absconding from the check points for a long time without permission from their Supervisors
4. Serenje based companies such as PLR, Champion, Ama Ferro and Jaswin were buying receipts from Chitambo Town Council.

See **Appendix E**

RISK

Loss of revenue

RECOMMENDATION

Management should caution the Revenue Collectors who abscond from work.

Management should seriously engage the four companies and ensure that they buy receipts from Serenje Town Council.

MANAGEMENT RESPONSE

- ✓ The Council Management appreciated findings of the Internal Auditor on the tendency of absconding from the check point for a long time without permission from their supervisors. Management would take appropriate action against Officers involved and engage the union in order for them to educate their members.
- ✓ The Council Management appreciated finding of the Internal Auditor on the Serenje based Companies such as PLR, Champion Ama Ferro and Jaswin buying receipts from Chitambo. The Companies in question would be engaged and failure to comply appropriate action would be taken.

After due consideration of the matter upon a proposal by Councillor Changwe Gershom and duly seconded by Councillor Bwanga Chricious , it was;

RESOLVED TO RECOMMENDED

That Sote check point be moved to opposite direction in order to make it safer for the officers

That whichever company found buying receipts from Chitambo Town Council be pounded upon.

AUD/06/10/23: UNSUPPORTED PAYMENTS

The Assistant Internal Auditor reported to the Committee that during the period under review payment vouchers in amounts totaling K6,190,701.16 which were prepared for various activities were not supported with relevant documents such as receipts, quotations etc.

See **Appendix F**

RISK

Failure to adhere to rules and regulations

RECOMMENDATION

Management should ensure that all payments were adequately supported

MANAGEMENT RESPONSE

- ✓ The Council Management appreciated findings of the Internal Auditor on unsupported payment vouchers. However, the Council Management had since engaged the Contractors to submit the receipts for all payments and those that would fail to submit would not be paid their second interim payment.

After due consideration of the matter upon a proposal by Councillor Bwanga Chricious and duly seconded by Councillor Chinya Leo, it was;

RESOLVED TO RECOMMENDED

That Management should implement the response given to the Audit Committee and that Contractors to be paid after submission of the receipts.

AUD/07/10/23: A SPOT CHECK ON CDF PROJECTS

The Assistant Internal Auditor reported to the Committee that on Monday 9th October 2023 the Internal Audit Unit carried out a spot check on two CDF Muchinga Constituency projects. The two projects were:

- Installation of Water Reticulation System at Kanona Centre
- Completion of Classroom Block at Sote Primary School

AUDIT METHODOLOGY

- Comparing the scope of works outlined in the contracts with the actual works done
- Checking if the quality and quantity of building materials were as stipulated in the Bill of Quantities (BOQ)
- Checking the validity of the contracts i.e. if the works were being done within the stipulated period
- Checking the quality of work i.e. if the facilities were functioning accordingly

OBSERVATION

- Installation of Water Reticulation System at Kanona was done in accordance with the scope of works outlined in the contract and the facility was complete and functioning accordingly.
- The Completion of 1x3 Classroom Block at Sote Primary School was delayed. According to the contract signed between Serenje Town Council and the contractor MJK Resources, the works were to be completed within eight (8) weeks, therefore the works that were being done were outside the stipulated period

RECOMMENDATION

- ✓ Management should seriously engage the contractor so that they can finish the works as soon as possible
See **Appendix G**

MANAGEMENT RESPONSE

SOTE PRIMARY SCHOOL

- ✓ The works department was aware that the contract had gone over its stipulated time and efforts were being made to ensure that the contractor hands over the project in the soonest possible time. The contractor had since been given up to 2nd November 2023 for finishing up and handover the projects. The works remaining were painting, glazing and fitting of doors.

After due consideration of the matter upon a proposal by Councillor Chibuye Vernon and duly seconded by Councillor China Leo, it was;

RESOLVED TO RECOMMENDED

That the Contract be terminated if the Contractor does not handover the project by 2nd November, 2023.

AUD/08/10/23: FAILURE TO AVAIL ACTIVITY REPORTS ON CDF PROJECTS

The Assistant Internal Auditor reported to the Committee that during the period under review the Council paid a total of K91, 800.00 for fuel and allowances with regard to monitoring Constituency Development Fund (CDF) Muchinga Constituency Projects. However, no activity reports were availed to the Internal Audit making it not possible to ascertain whether the activities were undertaken.

See the table below:

DATE	PAYEE	ACTIVITY	AMOUNT (ZMW)	COMMENT
06.03.2023	CONG'AHA	Monitoring of CDF Projects	30,000.00	No Activity report
07.06.2023	CONG'AHA	Monitoring of CDF Projects	30,000.00	No Activity report
24.08.2023	CONG'AHA	Monitoring of CDF Projects	30,000.00	No Activity report
TOTAL	P. NYAMBE	Monitoring of CDF Projects	1,800.00	No Activity report
	TOTAL		91,800.00	

RISK

Mismanagement of fuel

RECOMMENDATION

Management should ensure that the activity reports are availed to the Internal Audit

MANAGEMENT RESPONSE

- ✓ Management reported that for works department to undertake monitoring programs for CDF activities, an activity was indicated on the fuel requisition form as well as a log book for the vehicle been used. Apart from this, reports were always generated which were attached to a payment voucher for filling. This therefore, showed the site had been visited as no payment was done without the report of the project progress. Going forth, the works department would be giving a copy of the report to audit for the filling also.

After due consideration of the matter upon a proposal by Councillor Chibuye Vernon and duly seconded by Councillor Chinya Leo, it was;

RESOLVED TO RECOMMENDED

That Management response be upheld and should find another way of availing reports to the Internal Auditors Office.

AUD/09/10/23: FAILURE TO SERVICE PLOTS- NO ACCESS TO ROADS

The Assistant Internal Auditor reported to the Committee that the Ministry of Lands and Natural Resources Circular No. 1 of 1985 among other laws required plots to be surveyed, beacons, numbered and roads created before advertising them for public offer.

Contrary to the circular, the Council offered more than three hundred (300) plots in Kambobe Extension to members of the public without creating access roads. As a result most successful applicants could not start developing their plots.

RISK

Failure to adhere to rules and regulations

Development may be delayed

RECOMMENDATIONS

Management should ensure that access roads are created

MANAGEMENT RESPONSE

- ✓ The Council Management appreciated the Internal Auditor's findings on plots not having access roads. This was due to the lack of machinery required to create the said access roads. However, following the Ministry's approval to procure earth-moving equipment under the 2023 CDF allocation, Management would be able to create access roads in the said area.

After due consideration of the matter upon a proposal by Councillor Bwanga Chricious and duly seconded by Councillor Chinya Leo , it was;

RESOLVED TO RECOMMENDED

That Management response to procure earth-moving equipment under the 2023 CDF allocation be upheld and item be kept in view.

AUD/10/10/23:

FAILURE TO MAINTAIN STREET LIGHTS IN CBD

The Assistant Internal Auditor reported to the Committee that Section 5(b) of the Local Government Act No. 2 of 2019 states that "a Local Authority shall in relation to Community development, establish and maintain a system of lighting in streets and other public places"

Contrary to the Act, the Council did not have adequate lighting in the Central Business District (**CBD**) and surrounding areas

RISK

Increase in crime

RECOMMENDATION

Management should ensure that street lights are restored as soon as possible

MANAGEMENT RESPONSE

- ✓ The Council Management appreciated the Internal Auditor's findings on failure to maintain street lights in CBD. This was due to financial constraints but Management would propose to the CDF Committees for the procurement of Street lights in the 2024 CDF budget.
After due consideration of the matter upon a proposal by Councillor Bwanga Chricious and duly seconded by Councillor Chinya Leo, it was;

RESOLVED TO RECOMMENDED

That Management response to maintain street lights be upheld and item be kept in view.

AUD/11/10/23: MAINTENANCE OF TOWNSHIP ROADS

The Assistant Internal Auditor reported to the Committee that during the period under review, the Internal Audit visited selected roads to ascertain if the roads were properly maintained. However, contrary to the Local Government Act No. 2 of 2019, the council did not attend to most of them which were in a deplorable state. **See appendix H**

RISK

The roads may disintegrate

Increased cost of rehabilitation

RECOMMENDATION

Management should explain why the roads were not rehabilitated after the 2022/2023 rain season

Management should ensure that maintenance works are done regularly

MANAGEMENT RESPONSE

- ✓ The Council Management appreciated the Internal Auditor's findings on maintenance of township roads and

stated that this was due to financial constraints but would be factored in the 2024 budget.

After due consideration of the matter upon a proposal by Councillor Bwanga Chricious and duly seconded by Councillor Chibuye Vernon , it was;

RESOLVED TO RECOMMENDED

That Management response to maintenance of township roads be upheld and item be kept in view.

There being no any other business to transact, the meeting was declared closed after a prayer from Deputy Council Chairperson Dauglas F.J. Sigauke at 12:43 hours.

COMMITTEE

CHAIRPERSON.....SIGN.....DATE.....



SERENJE TOWN COUNCIL

MINUTES OF THE FIRST ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, NG'ANSWA ROAD, SERENJE ON FRIDAY, 10TH NOVEMBER, 2023 AT 10:00 HOURS.

PRESENT

COUNCILLORS:

NAME

WARD

Staivous Mulumba	-	Council Chairperson
Sigauke F. J. Douglas	-	Deputy Council Chairperson
Mulenga Wilfred	-	Kabwe Kupela
Chibuye Vernon	-	Musangashi
Chiinya Leo	-	Chisomo
Chisenga Elvis	-	Lupiya
Bwanga Chricious	-	Kabansa
Kanchepea Leonard	-	Lushibashi
Changwe Gershom	-	Kanona
Chola Francis	-	Chibale
Hamalabbi Mwiinga	-	Mweshe
Kabwe Thelma	-	Kabamba
Katoma Francis	-	Milenje
Mambwe Stanley	-	Serenje
Mukosha Emmanuel	-	Chisangwa
Mukosha M. Dickson	-	Masanninga
Mumbi Peter	-	Kashishi
Mwandu Eddy	-	Lukusashi
Mwandu Giff	-	Sancha
Mwengwe Bravers	-	Mailo
Yamba Brighton Matipa	-	Ibolelo
Ngoma Boyd	-	His Royal Highness Chief Kabamba
Musonda C. Joshua	-	His Royal Highness Chief Chibale
Rhoda Kapi	-	Her Royal Highness Chieftainess

- APOLOGIES:** Bishop Kasele - Council Chaplain
- OFFICERS IN ATTENDANCE:**
- Stan Mwanakayaya - Council Secretary
 - Smart Muwowo - Deputy Council Secretary
 - Mafita Mtonga - Director of Works
 - Martin Sikanyika - Council Treasurer
 - Mwamba Mukupa - District Planning Officer
 - Alfred Lubula - Chief Human Resource Officer
 - Sarah Chewe Masiye - Chief Administrative Officer
 - Matteo Tembo - Ag. District Fisheries and Livestock Officer
 - Prince Mweemba - District Water Development Officer
 - Bernard Masaka - Senior Technical Officer - Ministry of Agriculture
 - Lombe Chitalu - Quantity Surveyor
 - Kelvin Chilufya - Assistant Internal Auditor
 - Willie Numba - Assistant Accountant
 - Moya Nakuweza - Internal Auditor A
 - Annie Lungu - Social Welfare Officer
 - Janet Mumba - Assistant Procurement Officer
 - Dainess Mkandawire - Assistant Town Planner
 - Oscar Malipenga - Public Relations Officer
 - Robert Phiri - Committee Clerk
 - Sifuniso R. Musole - Assistant Committee Clerk
- IN ATTENDANCE:**
- Gladys Aikayo - District Disaster Management Officer
 - Akamandisa Wakunuma - National Assembly – Serenje Central
 - Francis Banda - WDC – Mbaswa Ward
 - Ronald Miselo

=====

THE NATIONAL ANTHEM WAS SUNG PRIO TO THE COMMENCEMENT OF THE MEETING AND SUBSEQUENTLY A PRAYER WAS GIVEN BY THE CHIEF HUMAN RESOURCE OFFICER – MR ALFRED LUBULA

NOTICE CONVENING THE MEETING

The notice convening the meeting was read by the Council Secretary Mr Stan Mwanakayaya and the meeting was called to order at 14: 40 hours.

Before the Council Chairperson's Communication, the Council Chairperson apologized for starting the meeting late and alluded that he and the Council Secretary had a meeting with His Royal Highness Chief Muchinda at his Palace. The reason was that other key stakeholders including the District Joint Operations Committee arrived late for the meeting and that the chief had a closed door meeting with chief Chibale hence the delay.

He further introduced the Council Secretary – Mr Stan Mwanakayaya who joined Serenje Town Council from Kitwe City Council where he was Director Planning.

Thereafter the Council Secretary greeted the August House and Officers present. He also apologized for starting the meeting late and pledged to collaborate and work with the members.

ADJOURNMENT OF THE MEETING

Having heard the apologies from both the Council Chairperson and the Council Secretary, the August House raised concern over the delay in the time the meeting started. After a lengthy discussion, Councillor Francis Katoma duly seconded by Councillor Mumbi Peter it was proposed that the meeting be adjourned.

However, a Counter Proposal was received from Councillor Leonard Kanchepea and was duly seconded by Councillor Francis Chola.

Thereafter, members were asked to vote.

Proposal to adjourn the meeting had thirteen (13) votes while the Counter proposal had three (3) votes, therefore at 15:10 hours it was;

RESOLVED THAT,

The meeting be adjourned to Monday 13th November, 2023 at 10:00 hours.

OC/03/11/23: RESUMPTION OF THE MEETING

The meeting was resumed on 13th November, 2023 at 10:35 hours on proposal by Councillor Vernon Chibuye duly seconded by Councillor Eddy Mwandu.

OC/04/11/23: COUNCIL CHAIRPERSON'S COMMUNICATION

The Council Chairperson thanked all the Honorable Councillors for the patience exhibited whilst waiting for the first ordinary council meeting for this civic year which started in September, 2023.

He further thanked the Council secretary, Heads of Government and all invited guests for attending the Ordinary Council Meeting.

Furthermore, He officially introduced the new Council Secretary Mr. Stan Mwanakayaya who had been appointed by the Local Government Service Commission (LGSC) to replace Ms. Milly Muluti. He further informed the August House that Mr. Mwanakayaya was coming from Kitwe City Council whilst Ms. Muluti was transferred to Mongu Municipal Council.

During the quarter under review, the Local Government Service Commission handled different staff matters as reported in the booklets specifically under Human Resource and Finance Committee.

He further took the August House through some of the engagements that his office and indeed the local authority had during the quarter under review as follows;

Newly appointed Central Province Minister, Hon. Princess Kasune visited Serenje district during her familiarization programme for the Province. She held a meeting with all the Heads of Government Department after paying a courtesy call on His Royal Highness Chief Kabamba at his palace.

On 18th September, 2023, the Local Government Service Commission conducted an re-orientation meeting for the district Human Resource Management Committee. This

meeting was attended by our Human Resource and Administration department and it focused on newly revised Local Government Conditions of service and the restructuring of certain positions and departments which would be implemented effective January, 2024.

During the quarter under review, Serenje Town Council signed contracts with eighteen (18) contractors' worth over K15 Million for the construction of Community Projects funded using Constituency Development Funds (CDF) for both Muchinga and Serenje constituencies.

Out of the eighteen (18) projects that were signed, seventeen (17) were CDF projects and one (1) was the Construction of a Conference Hall at the Council Motel being funded using the 20% component of the Local Government Equalization Fund (LGEF).

The projects, which included education, health, water, and infrastructure sectors, were expected to be delivered within a period of twelve weeks from the date of mobilizing on site. He reliably informed the House that all the contractors were taken on site and works were progressing very well.

A United States of America (USA) Faith Based Organization called Veritas Community Church handed over a newly Constructed Kabansa Rural Health Centre valued at over K2.5million. The Organization had also employed five (5) workers, namely; Clinical Officer, Registered Midwifery Nurse, Environmental Health Technician, Office Orderly and a Security Guard.

The new Health Centre had been constructed with both male and female wards, out-patient department, maternity wing, incinerator, ablution block, mother's shelter and a 1x2 semidetached staff house.

Finally, he reminded members of the August House that among their responsibilities was sensitizing people in their wards on the content of the booklets which were before them. He observed that they were not communicating the resolutions that were passed during Ordinary Council

Meetings; He gave an example that he was surprised that in Kabansa a lot of people had not benefited enough from the Constituency Development Funds loans and empowerment, boarding and skills training bursaries.

In conclusion, he encouraged members to feel free to express their opinions and ideas which would help move and build the district. He reminded the House that if they united they would stand and divided they would fall.

OC/05/11/23: CONFIRMATION OF MINUTES OF THE FOURTH ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE ON TUESDAY 11TH JULY, 2023

Minutes of the Fourth Ordinary Council Meeting held on 11th July, 2023 were presented before the Council for Confirmation - Minute number **OC/68/07/23 - OC/78/07/23** on pages 1 -11.

On a proposal by Councillor Vernon Chibuye and duly seconded by Councillor Wilfred Mulenga, it was;

RESOLVED

That the Minutes of the First Ordinary Council Meeting held on 11th July, 2023 Minute Number **OC/68/07/23 - OC/78/07/23** on pages 1-11 be **CONFIRMED**.

OC/06/11/23: ACTION TAKEN REPORT

The action taken report was presented before the Council for confirmation.

On Minute Number **OC/70/07/23** - The Council wanted to know how far the Council had gone on the issue to venture in small scale mining.

In response, Management told the Council that it was awaiting guidance from the Ministry responsible.

On Minute Number **OC/77/07/23** - The Council wanted to know how far Management had gone in implementing the

regulation of the proliferation of drinking places in undesignated areas.

In response, Management stated that it would review the statistics on the Licenses issued.

On Minute Number **OC/78/07/23** – The Council raised concern that despite nominating a member to sit on the Serenje Central Constituency Development Fund Committee, the nominee was not allowed to attend any of the meetings by the CDF Committee Chairperson on grounds that the Ministry had not written to the Committee. They further requested management to intervene in the matter as it was a resolution passed by the August House.

Thereafter, the concern was Noted.

On Minute Number **AUD/42/06/23** – Members requested for Identification cards or Uniforms for Ward Development Committee members to make it easy for them to collect revenue.

In response, Management assured the August House that it would provide the identification cards and receipt books to all Ward Development Committee Members.

On Minute Number **AUD/45/06/23** – Members wanted to know how far Management had gone with the Maintenance of Council Buildings in the Market as they were concerned with the rain season that was fast approaching.

In response Management informed the house that the Bill of Quantities were done and was awaiting procurement of materials.

Members urged management to speed up the process of maintenance of Council buildings in the Market and provide street lights.

Finally members appealed to Management to be implementing all Council resolutions and not bury them. They further requested the Internal Auditor to audit all Council Resolutions.

Thereafter, the report was; **NOTED.**

CONSIDERATION OF MINUTES OF THE SPECIAL PLANS, WORKS DEVELOPMENT AND REAL ESTATES COMMITTEE HELD ON 12TH AUGUST, 2022 AND 31ST AUGUST, 2023

The Minutes of the above mentioned Committee from Minute Number **SPWD&RE/01/07/22** to **SPWD&RE/04/07/23** pages 19 – 41 were presented before the Council by Councillor Giff Mwandu and duly seconded by Councillor Mwiinga Hamalabbi for consideration subject to the following amendments and inclusions;

Committee Chairperson Councillor Emmanuel Mukosha and Councillor Francis Katoma declared interest.

- iv. That under minute number **SPWD&RE/01/08/22**, for applicant number 3 – Francis Katoma under Applications for Residential Plots – Kambobe area details of applicant's NRC Number, Sex and Location were.

Thereafter the details were inserted as shown below;

	NAME	NRC NUMBER	SEX	LOCATION	REMARKS
3.	Francis Katoma	185089/12/1	M	Kambobe	Part Payment

- v. Under minute number **SPWD&RE/04/08/23** the List for Town Centre successful applicants be replaced with a New list of successful names as tabulated below and the resolution should read **"RECOMMENDED THAT** Applicant 1, 4, 5, 6, 7, 9, 10 and 11 be considered first according to score sheet and should pay within two weeks failure to which the plots would be open to first come first save to applicants who attended the interviews."

After due consideration of the minutes, and on a proposal by Councillor Leonard Kanchepa and duly seconded by Councillor Stanley Mambwe it was;

RESOLVED

That the Minutes of Special Plans, Works, Development and Real Estates Committee meeting held on Friday 31st August, 2022 and Friday 12th August 2023 Minute number **SPWD&RE/01/08/22** to **SPWD&RE/04/08/23**, from page 19 - 41 be **RECEIVED** and **ADOPTED** as part of the Council proceedings with exception of the Town Centre List of Applicants that was referred back to the Committee.

OC/08/11/23:

CONSIDERATION OF MINUTES OF THE HEALTH, HOUSING AND SOCIAL SERVICES COMMITTEE MEETING HELD ON 6TH OCTOBER, 2023

The Minutes of the above mentioned Committee from Minute Number **HHSS/01/10/23** to **HHSS/25/10/23** pages 42 – 70 were presented before the Council by the Committee Chairperson duly seconded by Councillor Eddy Mwandu for consideration.

Matters Arising

On Minute Number HHSS/24/10/23, Members wanted to know whether Dog Cropping exercise was for Ibolelo ward only. In response members were informed that the process was ongoing and would carter all wards as management was still strategizing on how to effectively manage the activity.

After due consideration of the minutes and on a proposal by Councillor Mwendwe Bravers and duly seconded by Councillor Mukosha M. Dickson, it was;

RESOLVED

That the Minutes of Health, Housing and Social Services Committee meeting held on Friday 6th October, 2023 Minute Number **HHSS/01/10/23** to **HHSS/25/10/23**, on page 42-70 be **RECEIVED** and **ADOPTED** as part of the Council proceedings.

OC/09/11/23:

CONSIDERATION OF MINUTES OF THE PLANS, WORKS, DEVELOPMENT AND REAL ESTATES COMMITTEE MEETING HELD ON FRIDAY 13TH OCTOBER, 2023

The Minutes of the above mentioned Committee from Minute Number **PWD&RE/01/10/23** to **PWD&RE/37/10/23** Pages 71- 104 were presented before the Council by the Committee Chairperson duly seconded by Councillor Gift Mwandu for consideration.

After due consideration of the minutes, and on a proposal by Councillor Emmanuel Mukosha and duly seconded by Councillor Gift Mwandu, it was;

RESOLVED

That the Minutes of Plans, Works, Development and Real Estates Committee meeting held on Friday 13th October, 2023 Minute number **PWD&RE/01/10/23** to **PWD&RE/37/10/23**, from page 71-104 be **RECEIVED** and **ADOPTED** as part of the Council proceedings subject to the following amendments and inclusions;

- i. On Minute Number **PWD&RE/10/10/23** - Normalization of Stands, table Number 38 the NRC Number should read as "263585/13/1" while Number 47 should read as Chanda Chibesa and Number 59 be cancelled.
- ii. On Minute Number **PWD&RE/16/10/23** Construction of a Conference Hall at Ibolelo Motel, the recommendation should read as "The construction of a kitchen at the motel be cancelled and the funds be allocated to the construction of a conference hall at Ibolelo Motel **be APPROVED** as recommended.

OC/10/11/23:

CONSIDERATION OF MINUTES OF THE FINANCE, HUMAN RESOURCES AND GENERAL PURPOSES COMMITTEE MEETING HELD ON FRIDAY 20TH OCTOBER, 2023

The Minutes of the above mentioned Committee from Minute Number **FHRGP/01/10/23** to **FHRGP/14/10/23** page 105 – 114 were presented before the Council by the Committee Chairperson duly seconded by Councillor Elvis Chisenga for consideration.

After due consideration of the Minutes and on a proposal by Councillor Kanchepa Leonard and duly seconded by Councillor Francis Chola, it was;

RESOLVED

That the Minutes of Finance, Human Resources and General Purposes Committee meeting held on Friday 20th October, 2023, Minute Number **FHRGP/01/10/23** to **FHRGP/14/10/23**, pages 105 - 114 be **RECEIVED** and **ADOPTED** as part of the Council proceedings subject to the following amendments;

- i. On Minute Number **FHR&GP/03/10/23** – Staff Promotions, the Substantive position for Leading Fire Officer should read LGSS 13 not 12
- ii. On Minute Number **FHR&GP/06/10/23** the abbreviations should read LGMIS not LGNIS

OC/11/11/23:

CONSIDERATION OF MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON THURSDAY 26TH OCTOBER, 2023

The Minutes of the above mentioned Committee from Minute Number **AUD/01/10/23** to **AUD/11/10/23** pages 115-128 were presented before the Council by the Committee Chairperson duly seconded by Councillor Bwanga Chricious for consideration.

After due consideration of the minutes and on a proposal by Councillor Brighton Yamba Matipa and duly seconded by Councillor Chibuye Vernon, it was;

RESOLVED

That the Minutes of Audit Committee meeting held on Thursday 26th October, 2023 Minute Number **AUD/01/10/23** to **AUD/11/10/23**, on page 115- 128 be **RECEIVED** and **ADOPTED** as part of the Council proceedings subject to the following amendments and inclusions;

xiii. On the attendance list – Members present it should read Sigauke not Sigauk

xiv. On Minute number **AUD/05/10/23**, a second resolution be included and should be as follows;

“An ADHOC Committee be formulated comprising of Audit Committee members and Chairpersons of other standing Committees to have a spot Check.

xv. On Minute number **AUD/08/10/23**, a second resolution be included and should be as follows;

“Management should present a breakdown of activities undertaken before Ordinary Council Meeting.”

REPORT OF THE COUNCIL SECRETARY

OC/12/11/23: RECONSTITUTION OF STANDING COMMITTEES

The Council Secretary reported that, Pursuant to Section 20 of the Local Government Act No. 2 of 2019 read together with Standing Order Part III No. 16 (8), states that the Standing Committee (s) shall be reconstituted annually at the first meeting of the Council according to the Civic Calendar, Management therefore had prepared the composition of the

committee members for the Civic Year 2023/2024 period for approval by the Council.

On proposal by Councillor Leonard Kanchepa duly seconded by Councillor Bravers Mwengwe, it was;

RESOLVED

That the report on the reconstitution of the Standing Committee **be Considered.**

OC/13/11/23: TENTATIVE CALENDAR FOR COMMITTEE AND COUNCIL MEETINGS 2023/2024

The Council Secretary reported that, Pursuant to Section 20 of the Local Government Act No. 2 of 2019, Management had prepared the proposed Civic Calendar for Committee and Council meetings for 2023/2024 period for approval by the Council.

After a brief deliberation, on proposal by Councillor Bravers Mwengwe duly seconded by Councillor Brighton Yamba it was;

RESOLVED

That the Tentative Civic Year Calendar for Committee and Council meetings for 2023/2024 period **be considered.**

OC/14/11/23: ATTENDING OF ORDINARY OR SPECIAL MEETINGS

The Council Secretary reported for the information of the Council that it came to the attention of the Ministry of Local Government and Rural Development that their Royal Highness who were members of Local Authority pursuant to Article 153 (2)C of the Constitution of Zambia (Amendment) Act Number 2 of 2016 do not attend Ordinary or Special Council meetings but do send Chiefs representation to attend the meetings on their behalf. Their Royal Highnesses in return expected to receive the accruing allowance paid to them through their representative.

The Ministry guided that if their Royal Highnesses failed to attend a council meeting due to various factors, it simply meant they are absent with apology.

Thereafter, the report on Attending of Ordinary Council Meetings was **NOTED**.

OC/15/11/23: 2024-2026 BUDGET GUIDELINES FOR LOCAL AUTHORITIES

The Council Secretary reported for the information of the Council that management had received the Guidelines from the Ministry of Local Government and Rural Development on the preparation of Local Authorities' **2024** budgets and that **2024-2026** Medium Term Budget Plan (MTBP) had been formulated using the guiding principles of the 2024-2026 National Budget Call Circular, the Local Government Act No. **2** of **2019**, the Planning and Budgeting Act No. **1** of **2020** and other Government policies.

Emphasis was placed on key developmental areas anchored on the following principles:-

- i. Stimulation of economic growth through restoration of macroeconomic stability, attaining debt and fiscal sustainability, facilitating a conducive environment for private sector participation and improving livelihoods, especially for the poor and vulnerable.
- ii. The macroeconomic objectives to be achieved over the 2024-2026 medium term are as follows:
 - a) Attain an average annual GDP growth rate of at least 4.8 percent by 2026;
 - b) Maintain and sustain inflation within 6-8 percent band;
 - c) Maintain international reserve above 3.0 months of import cover;
 - d) Increase domestic revenue to not less than 22 percent of GDP by 2026;
 - e) Reduce the fiscal deficit to 4.8 percent of GDP; and

- f) Limit net domestic borrowing to no more than 2.5 percent of GDP by 2026.

These objectives were underpinned by the four strategic development areas outlined in the Eighth National Development Plan which were:

- a) Economic Transformation and Job creation;
 - b) Human and Social Development;
 - c) Environmental Sustainability; and
 - d) Good Governance Environment.
- iii. Continued fiscal consolidation policies to deal with the existing economic challenges while placing the country on a growth trajectory.
 - iv. Allocation of resources to be in line with priority areas of the Vision 2030, 8NDP, the Local Government core mandate, Decentralisation Policy, Integrated Development Plans (IDPs), and strategic development frameworks such as, Sustainable Development Goals (SDGs), among others.
 - v. Leveraging ICT/ digital platforms in municipal service provision to promote transparency, accountability and efficiency.

Thereafter, the report was **NOTED**.

OC/16/11/23: APPLICATIONS FOR PLOT BY THE NATIONAL ASSEMBLY

The Council Secretary reported for the consideration of the Council that management was in receipt of applications for plots by the National Assembly for Muchinga Constituency and Serenje Central Constituency where to build Offices. This was a Presidential directive that all Constituencies should build offices from Constituency Development Fund (CDF) allocation for

2024. Meanwhile, for Serenje Central constituency, identification of the plot had advanced.

Upon a proposal by Councillor Stanley Mambwe duly seconded by Councillor Eddy Mwandu it was;

RESOLVED

That the applications for Plots by the National Assembly **be CONSIDERED.**

OC/17/11/23: ZAMBIA DEVOLUTION SUPPORT – ANNUAL PERFORMANCE ASSESSMENT OF TOWN COUNCILS (FINAL ASSESSMENT REPORT)

The Council Secretary reported for the information of the Council that the Government of the Republic of Zambia (GRZ) entered into a Financing Agreement (FA) with the World Bank through a USD \$210 Million credit facility for the implementation of the Zambia Devolution Support Program (ZDSP) for the period 2023 to 2028. The program was aimed at strengthening the financing, institutional performance and accountability of rural Local Authorities in Zambia and was designed to be operationalized through a combination of the Program for Results (PforR) at US\$200 million and Investment Project Financing (IPF) at US\$10 million.

The PforR component would focus on the key result areas, and the IPF component would provide input-based capacity building support and support the project management activities.

He was happy to inform the August house that Serenje Town Council met the Basic Capital Grant Minimum Conditions and qualified to access the Grant.

Management was applauded for meeting the criteria and qualifying for the grant by the Council.

Thereafter, the report on Zambia Devolution Support – Annual Performance Assessment of Town Councils - Final Assessment Report was **NOTED.**

There being no further business to transact, the Chairperson declared the meeting closed at 14:20 hours after the National Anthem was sung and thereafter a closing prayer was given by Councillor Emmanuel Mukosha.

COUNCIL

CHAIRPERSON.....SIGN.....DATE.....

SRM//



**ACTION TAKEN REPORT FOR THE RESOLUTIONS OF THE COUNCIL MEETING HELD ON
FRIDAY 10th NOVEMBER, 2023**

MINUTE NO.	HEADING/RESOLUTIONS	ACTION TAKEN	RESPONSIBLE OFFICER
OC/16/11/23	<p>APPLICATIONS FOR PLOT BY THE NATIONAL ASSEMBLY</p> <p>RESOLVED That the applications for Plots by the National Assembly be CONSIDERED.</p>	Plot identification in progress	DPO
SPWD&RE/04/08/23	<p>APPLICATION FOR PLOTS WITHIN THE TOWNSHIP: COMMERCIALS, RESIDENTIALS AND FARMS</p> <p>1. KAMBOBE AREA</p> <p>RECOMMENDED THAT</p> <ul style="list-style-type: none"> • Those who already had properties be excluded to give room for the marginalized groups(Disabled, Women and youths) • Applications from 1 to 21 be considered first as they scored highest and be given two weeks in which to pay failure to which the plots would be given to first come first save. <p>2. TOWN CENTRE</p> <p>RECOMMENDED THAT</p> <p>Be Referred Back to the Plans, Work, Development and Real Estates for further scrutiny.</p> <p>3. NEW MARKET</p> <p>RECOMMENDED THAT</p> <ul style="list-style-type: none"> • Applicant 1, 2, 3, 4, 5, 6, 7, 8, 9, 	<p>Done</p> <p>Done</p> <p>Referred back to the Plans, Works, Development and Real Estate meeting held on 30/11/2023</p>	DPO

	<p>10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 35 be Considered according to score sheet</p> <ul style="list-style-type: none"> • Applicant 37 be considered under disabled • All applicant should pay within Two weeks (2) if anyone fails to pay it will be open to applicants on first come first save. 		
PWD&RE/01/10/23	<p>APPLICATION FOR THE CONVERSION OF 1 HECTARE OF LAND IN CHIEF KABAMBAS CHIEFDOM BY OXYGEN GAS MANUFACTUARING</p> <p>RESOLVED TO RECOMMEND</p> <p>That the application for the conversion of 1 Hectare of land in Chief Kabamba Chiefdom by Oxygen Gas Manufacturing be APPROVED.</p>	Processing the documents	DPO
PWD&RE/02/10/23	<p>APPLICATION FOR THE CONVERSION OF 1.3 HECTARES OF LAND IN CHIEF KABAMBAS CHIEFDOM BY VOLKOV INFRA LIMITED</p> <p>RESOLVED TO RECOMMEND</p> <p>That the application for the conversion of 1.3 Hectares of land in Chief Kabamba Chiefdom by Volkov Infra Limited be APPROVED.</p>	Processing the documents	DPO
PWD&RE/03/10/23	<p>APPLICATION FOR THE CONVERSION OF 500 HECTARES OF LAND IN CHIEF CHIBALES CHIEFDOM BY THERESA NJAKAYAKA</p> <p>RESOLVED TO RECOMMEND</p> <p>1. That the application for the conversion of 250 Hectares of land in Chief Kabamba Chiefdom by Theresa Njakayaka be APPROVED.</p> <p>2. That the excess land be submitted to the Commissioner of Lands for onward approval.</p>	Processing the documents	DPO

PWD&RE/04/10/23	<p>APPLICATION FOR FRESH MINUTE GENERATION FOR A PROPOSED CREATION IN LUOMBWA BY KEBBY MOONGA</p> <p>RESOLVED TO RECOMMEND</p> <p>That the Application for Fresh Minute Generation for a Proposed Creation in Luombwa by Kebby Moonga be APPROVED.</p>	Processing the documents	DPO
PWD&RE/05/10/23	<p>PROPOSED RE-PLANNING OF PLOT NUMBER SER/2168 AND SER/2167</p> <p>RESOLVED TO RECOMMEND</p> <p>That the proposed Re-Planning of plot number SER/2168 and SER/2167 for Mulenga Kennedy and Rock of Hope church be APPROVED.</p>	Processing the documents	DPO
PWD&RE/06/10/23	<p>APPLICATION FOR FRESH MINUTE GENERATION OF PLOT SER/433 WITHIN SERENJE TOWNSHIP IN 2002</p> <p>RESOLVED TO RECOMMEND</p> <p>That the Application for Fresh Minute Generation for Proposed Creation from Gorrety Mwaba Kafwimbi be APPROVED since the plot was numbered.</p>	Processing the documents	DPO
PWD&RE/07/10/23	<p>APPLICATIONS FOR PLOT NUMBERING WITHIN SERENJE TOWNSHIP BY CONSTANCE MWAPE</p> <p>RESOLVED TO RECOMMEND</p> <p>That the Application for Plot Numbering Within Serenje Township by Constance Mwape be APPROVED.</p>	Processing the documents	DPO
PWD&RE/08/10/23	<p>APPLICATION FOR FARM NUMBER F/11093 IN LUOMBWA FARM BLOCK BY REUBEN SIACHINJI</p> <p>RESOLVED TO RECOMMEND</p> <p>That the Application for Farm Number F/11093 in Luombwa Farm Block by Reuben Siachinji be APPROVED subject to inspection of the Farm.</p>	Processing the documents	DPO

PWD&RE/09/10/23	<p>APPLICATION TO ESTABLISH A COMMUNITY RECREATION</p> <p>RESOLVED TO RECOMMEND</p> <p>That the application from Godfrey Siwale who intends to establish a community recreation garden behind his lodge on plot number 603 be APPROVED.</p>	Processing the documents	DPO
PWD&RE/10/10/23	<p>NORMALIZATION OF STANDS</p> <p>RESOLVED TO RECOMMEND</p> <p>That the Application for Stand Normalization by the applicants that appeared before the committee be APPROVED.</p>	Done	DPO
PWD&RE/11/10/23	<p>APPLICATIONS FOR PLOT NORMALIZATION</p> <p>RESOLVED TO RECOMMEND</p> <p>i) That the application for Plot Normalization under numbers from 1, 2, 4, 12, 13 and 16 by the applicants that appeared before the committee be APPROVED.</p> <p>ii) That the application for Plot Normalization under numbers from 3, 5, 6, 11 and 15 that did not appear before the Committee be referred to the next Plans Committee meeting.</p> <p>iii. The application for plot under numbers from 7, 8 and 14 to finalise with paper work.</p>	<p>Processing the documents</p> <p>Done</p>	DPO
PWD&RE/12/10/23	<p>TURN OFF RE-ENTRY STATUS REPORT</p> <p>RESOLVED TO RECOMMEND</p> <p>i. Those who have written should be given time within which to develop failure to which the properties will be re-entered and offered to others.</p> <p>ii. A re-entry should be actualized on all properties we did not receive any submissions.</p> <p>iii. Once the list is presented from the Provincial Lands Officer, we should</p>	Done	DPO

	proceed to advertise the properties to the public.		
PWD&RE/13/10/23	<p>APPLICATION FOR THE CONVERSION OF 250 HECTARES OF LAND IN CHIEF KABAMBA'S CHIEFDOM BY MOSES TEMBO</p> <p>RESOLVED TO RECOMMEND</p> <p>That the application for the conversion of 250 Hectares of land by Moses Tembo in Chief Kabambas be APPROVED.</p>	Done	DPO
PWD&RE/14/10/23	<p>APPLICATION FOR FRESH MINUTE GENERATION BY INDO ZAMBIA BANK</p> <p>RESOLVED TO RECOMMEND</p> <p>That the Application for Fresh Minute Generation by Indo Zambia Bank be APPROVED.</p>	Done	DPO
PWD&RE/15/10/23	<p>APPLICATION FOR FRESH MINUTE GENERATION</p> <p>RESOLVED TO RECOMMEND</p> <p>That the applications for fresh minute generation from Jacqueline Chisela Nonde ,Abel Mwitwa and MR. Lombe Chitalu be APPROVED.</p>	Done	DPO
PWD&RE/16/10/23	<p>CONSTRUCTION OF A CONFERENCE HALL AT IBOLELO MOTEL</p> <p>RESOLVED TO RECOMMEND THAT</p> <p>The construction of a kitchen at the motel be cancelled and the funds be allocated to the construction of a conference hall at Ibolelo Motel be APPROVED as recommended.</p>	Done	DOW
FHR&GP/10/10/23	<p>VARIATMENT OF KITCHEN CONTRUCTION TO CONTRUCT A CONFERENCE HALL AT THE MOTEL</p> <p>RESOLVED TO RECOMMEND THAT</p> <p>The report on Viament of Kitchen Construction to Construct a</p>	Done	CT

	Conference Hall at the Motel be Considered.		
AUD/01/10/23	<p>FAILURE TO COLLECT REVENUE</p> <p>RESOLVED TO RECOMMENDED That Management should put in place measures to ensure that the above revenue sources were collected and the report over the same be produced during the Council Meeting.</p>	Done and supplementary adjustments of budget for 2023 to be presented to FHR&GP Committee	CT
AUD/02/10/23	<p>NON PAYMENT OF BUSINESS LEVIES BY LOCAL CONTRACTORS</p> <p>RESOLVED TO RECOMMENDED 1. That the Council Management should factor in business levies as qualification on awarding contracts which is K2, 000 per year. 2. That once 1 above is factored, no Contractor should be awarded a contract if they have not paid business levy.</p>	written letters to contractors pay business permit for operating in District	CT
AUD/03/10/23	<p>UNDERCOLLECTION OF REVENUE (BUDGET PERFORMANCE)</p> <p>RESOLVED TO RECOMMENDED That there should be an improvement in revenue collection by December 2023 and Business premises should be painted before acquiring Licenses.</p>	Done	CT
AUD/04/10/23	<p>REVENUE COLLECTION IN FAR FLUNG AREAS</p> <p>RESOLVED TO RECOMMENDED That Council should engage the Royal Highness over the Ward Development Committees and the same item be brought to Council meeting.</p>	Council Secretary and Council Chairperson has commenced engaging His Royal Highness	CS
AUD/05/10/23	<p>SPOT CHECK AT REVENUE COLLECTION POINTS (CHECK POINTS)</p> <p>RESOLVED TO RECOMMENDED</p> <p>i. That Sote check point be moved to opposite direction in order to make it safer for the officers</p>	Done Chitambo Town Council was warned.	CT

	<ul style="list-style-type: none"> ii. That whichever company found buying receipts from Chitambo Town Council be impounded upon. iii. An ADHOC Committee be formulated comprising of Audit Committee members and Chairpersons of other standing Committees to have a spot Check. 		
AUD/06/10/23	<p>UNSUPPORTED PAYMENTS</p> <p>RESOLVED TO RECOMMENDED That Management should implement the response given to the Audit Committee and that Contractors to be paid after submission of the receipts.</p>	Done	CT
AUD/07/10/23	<p>A SPOT CHECK ON CDF PROJECTS</p> <p>RESOLVED TO RECOMMENDED That the Contract be terminated if the Contractor does not handover the project by 2nd November, 2023.</p>	Project completed	DOW
AUD/08/10/23	<p>FAILURE TO AVAIL ACTIVITY REPORTS ON CDF PROJECTS</p> <p>RESOLVED TO RECOMMENDED</p> <ul style="list-style-type: none"> i. That Management response be upheld and should find another way of availing reports to the Internal Auditors Office. ii. Management should present a breakdown of activities undertaken before Ordinary Council Meeting. 	A detailed activity breakdown report has been prepared and attached for reference	DOW & DPO
AUD/09/10/23	<p>FAILURE TO SERVICE PLOTS- NO ACCESS TO ROADS</p> <p>RESOLVED TO RECOMMENDED That Management response to procure earth-moving equipment under the 2023 CDF allocation be upheld and item be kept in view.</p>	The contracts were cleared by the Attorney General and communicated in a letter dated 7th December 2023 and the	DOW & DPO

		contract signing process has commenced to facilitate for delivery of equipment	
AUD/10/10/23	<p>FAILURE TO MAINTAIN STREET LIGHTS IN CBD</p> <p>RESOLVED TO RECOMMENDED That Management response to maintain street lights be upheld and item be kept in view</p>	The project has been submitted for consideration under the 2024 CDF to change from hydro electricity connection to solar powered energy for sustainability	DOW & DPO
AUD/11/10/23	<p>MAINTENANCE OF TOWNSHIP ROADS</p> <p>RESOLVED TO RECOMMENDED That Management response to maintenance of township roads be upheld and item be kept in view.</p>	Management had facilitated for submission to procure earth moving equipment under CDF for easy maintenance of township roads	DOW & DPO



SERENJE TOWN COUNCIL

MINUTES OF HEALTH, HOUSING AND SOCIAL SERVICES COMMITTEE MEETING HELD IN THE COMMITTEE ROOM, CIVIC CENTRE, NG'ANSWA ROAD, SERENJE ON FRIDAY 17TH NOVEMBER, 2023 AT 09:00 HOURS.

PRESENT

COUNCILLORS:	Francis Katoma	-	Chairperson
	Elvis Chisenga	-	Member
	Chricious Bwanga	-	Member
	Stanley Mambwe	-	Member
	Dauglas F.J Sigauke	-	D/C/C/Person ((Ex-Officio)
	Staivous Mulumba	-	Council C/Person (Ex-Officio)

APOLOGIES:	Mumbi Peter	-	Member
	Chieftainess Serenje	-	Member

OFFICERS IN

ATTENDANCE:	Stan Mwanakayaya	-	Council Secretary
	Muwowo Smart	-	Deputy Council Secretary
	Chewe M. Sarah	-	Chief Administrative Officer
	Martin Sikanyika	-	Council Treasurer
	Kelvin Chilufya	-	Assistant Internal Auditor
	Janet Mumba	-	Assistant Procurement Officer
	Chandamali Maponde	-	Environmental Planner
	Chalwe Mwamba	-	Social Economic Planner
	Mateo Tembo	-	District Fisheries and L/Stock Officer
	Gracious Moonga	-	District Community Development Officer
	Dr. Haahcile L. Moonga	-	District Health Director
	Thomas Banda	-	District AIDS Coordinating Advisor
	Oscar Malipenga	-	Public Relations Officer

Musonda Nicholas - Environmental Assistant
Technology
Lombe Chitalu - Quantity Surveyor
Robert N. Phiri - Committee Clerk

PRAYER

Prior to the commencement of the meeting Council Treasurer Martin Sikanyika gave an opening prayer thereafter the meeting was called to order at 09:30 hours.

NOTICE OF MEETING

The Notice of meeting was read by the Deputy Council Secretary. Mr. Smart Muwowo.

APOLOGY FOR ABSENCE

An apology for absence was received from Chieftainess Serenje and Councillor Mumbi Peter.

HHSS/26/11/23

VOTING OF THE COMMITTEE CHAIRPERSON

Councillor Francis Katoma was nominated to stand for the position of Committee Chairperson and went unopposed after the proposal by Councillor Chricious Bwanga duly seconded by Councillor Elvis Chisenga.

After conduction of the elections, it was;

RESOLVED

That Councillor Francis Katoma be duly elected Committee Chairperson for Housing, Health and Social Services Committee.

OPENING REMARKS

The Chairperson welcomed all members present and encouraged them to participate and contribute freely. He further encouraged all departments to work in collaboration in order to develop the district.

REPORT OF DISTRICT COMMUNITY DEVELOPMENT OFFICER

HHSS/27/11/23 STAFFING

The District Community Development Officer reported for the information of the Committee that the department was still understaffed concerning field officers. Muchinga constituency only had one officer while Serenje central had two. The ideal situation was that at least, each constituency to have six (6) officers.

The report was, thereafter, **NOTED**.

HHSS/28/11/23 TRANSPORT

The District Community Development Officer reported for the information of the Committee that the department had one vehicle (Toyota Land cruiser) received under the GEWEL project; Supporting Women Livelihood component. However, the department still needed motorbikes especially for extension/ Field officers although currently they were only three (3) of them.

The report was, thereafter, **NOTED**.

HHSS/29/11/23 VILLAGE BANK PROGRAMME

The District Community Development Officer reported for the information of the Committee that the department implemented Village bank programme which ended the 12th Cycle in the third quarter, 2023. The cycle was carrying on board 60 female beneficiaries, 35 under Ibolelo sub-centre and 25 under Nchimishi. Forty percent (40%) of the beneficiaries defaulted, meaning they did not complete

loan repayment at the stipulated time. Instead, they went beyond the expected time thereby affecting the implementation of the 13th cycle which was under preparation.

The programme depended on loan repayments for it to empower other would be beneficiaries.

The report was, thereafter, **NOTED**.

HHSS/30/11/23 SUPPORTING WOMEN LIVELIHOOD (SWL) PROGRAMME

The District Community Development Officer reported for the information of the Committee that during the quarter under review, phase six (6) beneficiaries; nine (9) out of Thirty -five (35) Saving groups of the Supporting Women's Livelihood component of the GEWEL project did share out. Generally their savings were good, the fact that they were involved into the programme for the first time. They have since continued saving after share out.

The report was thereafter, **NOTED**.

HHSS/31/11/23 FOOD SECURITY PACK PROGRAMME

The District Community Development Officer reported to the Committee that under the Food Security Pack, they had a Recoveries Component that enabled community members to undertake projects using the monies that they raised from proceeds gotten from paybacks, after benefitting from the programme. Funds from paybacks were deposited in the District Recoveries Account, satellites could access these funds by coming up with a viable income generating project and submitting a project proposal to the office (District Food

Security Committee). Once the proposal met the requirements, such projects were funded using the stated funds.

Among the requirements were:-

- The project should be food security inclined
- They should have a project committee in place
- The project should not cost more than what the satellite deposited in the District Recoveries Account
- Minutes for the community meeting held to agree on the project to be implemented
- Bank account or quotations from would be suppliers.

She further reported that the approved projects included rearing small livestock, Draft Power, Bee keeping, Fish Farming, Gardening or Horticulture, out grower schemes, hammer mills and Agro shops.

She reported to the committee that during the period under review, Sixteen (16) projects were approved and funded a total of K621, 629.20. The beneficiary groups included Mulilima, Nchimishi, Mapepala, Musamani, Ng'answa, Teta, Mbaswa, Fitenge, Kashishi, Chibuye Saili, Ibolelo, Milenje, Lumpampa B, Ndabala and Chibale - Makolongo. The projects were launched at Mbaswa Jaykee Water Users Fish Farming project site on 20th October, 2023. The launch was graced by the District Commissioner - Mr. Paul Masuwa; witnessed by the Council Chairperson – Mr. Staivous Mulumba, Councillor Sigauke - Mbaswa Ward, Provincial Community Development Officer, Mr. Titson Chipeta and others.

The department was appealing to Honourable Councillors to assist in encouraging FSP benefiting Communities to come up with projects so that funds could be ploughed back to their communities.

Food Security Pack Storage facility: the department faced challenges of storage of farming inputs every year that came. The department had an alternative piece of land next to Forest Office. The land was meant to construct offices and other official facilities. But due to lack of departmental funds to support the undertaking, the land had still remained undeveloped.

It was from this background that the department wished to apply for funds from CDF to construct a Community Storage facility for storing farming inputs each time they were received in the District, before distribution to various wards.

After consideration of the matter upon a proposal by Councillor Chricious Bwangwe duly seconded by Councillor Elvis, it was;

RECOMMENDED THAT

- ✓ There was need for more sensitisation on accessing FISP through the Traditional Leaders and Civic Leader.
- ✓ There was need to make available all the necessary Documentations

REPORT OF THE DISTRICT PLANNING OFFICER

HHSS/32/11/23 CONSTITUENCY DEVELOPMENT FUND (CDF) APPLICATIONS FOR 2024 ALLOCATION

The Acting District Planning Officer reported for the information Committee that following the extended closing date for CDF applications, which was 4th November, 2023, CDF secretariat was by then receiving from wards the CDF project applications for 2024 allocation, and had commenced data entry.

The report was thereafter, **NOTED.**

BURSARIES

The Acting District Panning Officer reported for the information Committee that monitoring of beneficiaries of Skills Development and Secondary Boarding School Bursaries for 2023 allocation commenced, so far the Twenty (20) learning institutions that had been monitored were:

	LEARNING INSTITUTION	DISTRICT	NUMBER OF STUDENTS
	Mailo Boarding School	Serenje	127
	Serenje Boys Technical School	Serenje	38
	Mukando Boarding School	Chitambo	13
	Chalata Boarding School	Mkushi	4
	Mkushi Boarding School	Mkushi	7
	Nkumbi International College	Mkushi	4
	Lusaka Business And Technical College	Lusaka	19
	Evelyn Hone College	Lusaka	1
	Natural Resources Development College	Lusaka	2
	Auxillium Skills Training Centre	Lusaka	1
	Belsam	Lusaka	19
	Salford Institute	Lusaka	70
	Kabwe Institute Of Technology	Kabwe	5
	Ndola Skills Training Centre	Ndola	1
	Luanshya Technical Business College	Luanshya	5
	Northern Technical Vacation Management Board	Ndola	19

	Kitwe institute of heavy equipment	Kitwe	2
	Zambia forestry college	Kitwe	1
	Technical vocational teachers college	Luanshya	14
	Grands Training Centre	Chingola	2

The report was thereafter, **NOTED**

HHSS/34/11/23 WOMEN AND YOUTH GRANT EMPOWERMENT FOR 2023 CDF

ALLOCATION

The Acting District Panning Officer reported for the information Committee that all the 97 grant applications recommended by the Muchinga Constituency Development Committee (CDC) were approved by the Provincial Local Government office. The grants were worth Two Million One Hundred Fifty One Thousand Eight Hundred Fifty Six Kwacha Fifty-Five Ngwee **(K2, 151,856.55)**, and disbursement had since commenced.

Management further wished to inform the committee that all the 133 grant applications recommended by the Serenje Central Constituency Development Committee (CDC) were approved by the Provincial Local Government office. The grants were worth Two Million One Hundred Fifty Thousand Eight Hundred Kwacha **(K2,150,800.00)**, and disbursement had since commenced. Grants for both constituencies were for 2023 CDF allocation.

In addition, management had concluded disbursement of the 18 applications under Serenje Central worth **K293, 000.00** for Grants for 2022 allocation.

Loans and Grants

Management wished to inform the committee that Thirty-Two (32) loan applications from Serenje Central and Twenty-Eight

(28) loan applications from Muchinga Constituency were submitted to Financial Institutions for scrutiny. The loans were worth **K3, 226,200.00** and **K3, 227,785.00** respectively. Appendix A was the list stating applicants and applied amounts.

The report was thereafter, **NOTED**.

REPORT ON MARKETS AND BUS STATIONS ELECTIONS OF COMMITTEES

HHSS/35/11/23 REPORT BACKGROUND

The Acting District Panning Officer reported for the information Committee that elections for various Market Committees were conducted from 14th to 20th August 2023. The Committees were for the meantime to save as interim arrangement for market management which was supposed to be performed by market boards which were not yet in place in accordance with the **Market and Bus Station Act No. 7 of 2007**. Which mandated the Local Authority to establish such to manage the markets and bus stations in a locality.

The said constitutional committees through elections were conducted by the following officers:

Name	Designation
1. Mr. Soko Rufaro	Market Master
2. Ms. Mary Zimbiri Officer	Community Development
3. Mr. Mtonga Kelvin WDC	BOMA Zone Representative -
4. Ms. Margret Mwanza	Zambia Zone Representative - WDC
5. Cllr Brighton Yamba	Ibolelo Ward Councillor
6. Mr. Chisenga Cashwell	Traditional Leadership Rep - WDC

All market committee elections were conducted using a simple majority system where the marketers suggested who they wanted in certain positions, and the voting process

was done by using stones as illustrated in the image below:



Figure 1 Counting Votes Cast

She further reported that the Main market committee elections were held on Monday 14th August, 2023 in the main market shelter and the following committee was elected:

Name	Position
1. Moses Simufwela	Chairperson
2. Monica Malama	Vice Chairperson
3. Samuel Ngoma	Secretary
4. Alice Mwansa M.	Vice Secretary
5. Mirriam Zulu	Treasurer
6. Moses Sichamba	Trustee
7. Jackson Mwape	Trustee
8. Sarah Mwape	Trustee
9. Tembo Joyce	Trustee



Figure 2 Main Market Committee

Ibolelo market committee elections were held on Wednesday 16th August, 2023 in the Ibolelo market shelter and the following committee was elected

	Name	Position
1.	Sanuwa Pata	Chairperson
2.	Leonard Ngosa	Vice Chairperson
3.	Brian Lombe	Secretary
4.	Cacius Chibesa	Vice Secretary
5.	Beatrice Ng'andwe	Treasurer
6.	Pascalina Shenda	Trustee
7.	Prisca Kazimilo	Trustee
8.	Grace Ngoma	Trustee
9.	Douglas Panta	Trustee



Figure 3 Ibolelo (Chisaka) Market Committee

New Salaula market (Kuma stand) committee elections were held on Friday 18th August, 2023 at the new Salaula market square.

Composition of New Salaula Market Committee

	Name	Position
1.	Daisy Chunga	Chairperson
2.	Robson Silungwe	Vice Chairperson
3.	Sikaonga Oswald	Secretary
4.	Norah Chilambe	Vice Secretary
5.	Queen Simbeye	Treasurer
6.	Albert Kasongo	Trustee
7.	Mambwe Mathews	Trustee
8.	Allan Simpazye	Trustee



Figure 4 New Market (Salaula Mastand) Committee

New Greens and Fish Market (Kuma stand) committee elections were held on Friday 18th August, 2023 at the new market shelter and the following committee was elected:

	Name	Position
1.	Kapaya Kenneth	Chairperson
2.	Gregory Sauti	Vice Chairperson
3.	Bright Mwewa	Secretary
4.	Moses Mpundu	Vice Secretary
5.	Mrs. Samechi	Treasurer
6.	Bilga Nyirenda	Trustee
7.	Chibale Deborah	Trustee
8.	Ephraim Mangobe	Trustee
9.	Alice Mwila	Trustee



Figure 5 New Greens and Fish Market Committee

The bus station (Bus Drivers Association) committee elections were unfortunately not held on Sunday 20th August, 2023, as the council needs time to study the provincial constitution for the Bus and Taxi Drivers Association, as the component of tenure of office was not clear.

The report was thereafter, **NOTED**.

HHSS/36/11/23 2023 WORLD AIDS DAY COMMEMORATION.

The Environmental Planner reported for the information Committee on behalf of the District Panning Officer that the District led by District HIV and AIDS Committee and District Health Office was commemorating 2023 World AIDS Day under the theme: **'let Communities Lead** and same was going to be held on 1st December 2023 at Ndabala Primary School in Muchinda Ward, Serenje Constituency. The activity would be preceded by outreach activities in Kanona, Nchiminsi and Candle Light Memorial Service at Bread of Life Church on the 30th November 2023. The commemoration would offer a variety of health services to the community.

The report was thereafter, **NOTED**.

HHSS/37/11/23 LIVESTOCK DISEASE CONTROL AND PREVENTION

The District Fisheries and Livestock Coordinator reported for the information Committee that a total of 12,518 cattle had so far been vaccinated against Foot and Mouth Disease (FMD) in Serenje District against a target of 15,000. The exercise was going to be concluded in the following week with mop ups in a few areas where animals were not vaccinated. The vastness of the District, poor transport and understaffing had been the greatest challenges in implementation of the activity. The other challenge had been refusal by some farmers to take their animals to central crush-pens for vaccination for fear that they were going to contract diseases from other animals, and these were the ones which were usually left unvaccinated, however, farmer sensitizations were on-going on the importance of vaccination of livestock against various diseases.

The report was thereafter, **NOTED**.

HHSS/38/11/23 AQUACULTURE EXTENSION AND ADVISORY SERVICES

The District Fisheries and Livestock Coordinator reported for the information of the Committee that the Ministry stocked 30,000 fingerlings under the Zambia Aquaculture Enterprise Development Project (ZAEDP) in Ibolelo, Kashitu, Chibale and Teta, that was; among five farmers. Another total of 7,500 fingerlings were stocked under 1 Constituency Development Fund (CDF) beneficiary in Kanona. 8,000 fingerlings were stocked under 2 groups under the Ministry of Community Development in Mbaswa area. Two (2) individual farmers also stocked 6,000 fingerlings in Chimpati. A total of 51,500 fingerlings were therefore, stocked during October and November.

The report was thereafter, **NOTED**.

HHSS/39/11/23 AQUACULTURE PRODUCTION

The District Fisheries and Livestock Coordinator reported for the information of the Committee that 1.372 tonnes of fish was produced from 4 farmers within October and November, 2023 in Kabamba, Teta and Ibolelo.

The report was thereafter, **NOTED.**

HHSS/40/11/23 STOCKING OF FISH CAGES AT LUSIWASI

The District Fisheries and Livestock Coordinator reported for the information of the Committee that 45,000 fingerlings were going to be stocked at Lusiwasi before the end of November, 2023. The delay was to allow the fish to grow to the recommended size of not less than 3 grams per fingerling. These were going to be procured from Mukasa Agro Solutions in Kabwe. Feed for the fingerlings were already delivered to Lusiwasi.

The report was thereafter, **NOTED.**

HHSS/41/11/23 LIVESTOCK EXTENSION – TRAINING OF FARMERS IN FORAGE PRODUCTION

The District Fisheries and Livestock Coordinator reported for the information of the Committee that a total of 234 farmers (Adult Males: 82, Adult Females: 86, Youth Males: 24, Youth Females: 42) were trained in forage production from land preparation, harvesting, storage, preparation and feeding. This was done in Kanona, Kamena, Chisebwa and Lupiya Veterinary camps.

The report was thereafter, **NOTED.**

HHSS/42/11/23 DISEASE SURVEILLANCE AND RESPONSE REPORT

The District Health Director reported for the information of the committee that during the period under review, the District Health Office undertook the following activities under various Departments.

Service Delivery included activities in Integrated Child Health and Nutrition, Integrated Reproductive and Maternal Health, Drugs and Medicines, Environmental and Epidemic Control, Health Promotions and Planning/ M&E.

UPDATE ON NOTIFIABLE DISEASES

- **Dog bites: 42**
- **Diarrhoea non blood: 1725**
- **Confirmed malaria: 3031**
- **Anthrax: 0**
- **Measles: 1**
- **HIV: 57**
- **TB: 16**
- **Maternal Death: 3**
- **Malaria hot spots:** top 10 health facilities had been mapped namely, Nchimishi, Ndabala, College Clinic, Kashishi, Kabamba, Kanona, Muzamani, Kaseba, Chibobo and Lumpampa

COVID-19 TESTING

Parameter	Number
Number of samples collected using RDTS	12
Number of samples collected using PCR	0
District reporting rate	100%
Number of COVID-19 positive cases	0
Number of HCWS/Staff tested positive for COVID-19	0
Positivity Rate	0%
Current active cases	0
Cumulative number of confirmed cases	1809
Total number of positive contacts	0
Cumulative number of positive contacts	62

Hot spots in the District: All the communities were hot spots as cases were being reported in all the facilities.

CHALLENGES

- High refusal rate by the clients to be swabbed
- Myths and Misconceptions by the community on Covid-19 issues
- Transport to conduct contact tracing

RECOMMENDATIONS

- To continue sensitizing the community on the importance of vaccination and testing for Covid-19

The report was thereafter, **NOTED**.

The District Health Director reported for the information of the committee that under the department of health promotions, the following activities and programs were undertaken:

- Importance of Antenatal Care and Institutional deliveries
- End of early marriages
- LLINs Utilization and community misuse.
- Public Announcement with ZANIS on the importance of LLINs registration and VMMC
- Hygiene, importance of meat inspection
- Food Safety
- Covid-19 Vaccination and prevention
- Health problems (Hypertension and malaria and Diarrhoea)
- Child feeding and family planning
- Nutrition for Under fives
- Prevention of malaria
- Importance of early ANC booking

The report was thereafter, **NOTED**.

The District Health Director reported for the information of the committee that malaria continues to be a public health problem in Serenje district with Peri urban health facilities being the most affected. By then the department of health was undertaking house registration of the LLINs (Long Lasting insecticide Nets) for the 2023 mass distribution campaign the programme was supported by Global Fund and National Malaria Elimination Centre (NMEC). The table below showed the distribution per facility on the progression of household registration exercise.

MINISTRY OF HEALTH - SERENJE DHO

2023 LLINs HOUSEHOLD REGISTRATION PROGRESS REPORT AS AT 16.11.2023

Organization unit name	LLIN Total number of households targeted	Microplan number of households registered	Percentage households registered
ce Serenje District	60795.	38451.	63.2
ce Chibale Rural Health Centre	3373.	1916.	56.8
ce Chibobo Health Post	1822.	1399.	76.8
ce Chibuyesaili Health Post	969.	522.	53.9
ce Chisomo Rural Health Centre	1232.	204.	16.6
ce Kabamba Rural Health Centre	4394.	2125.	48.4
ce Kabundi Rural Health Centre	1151.	863.	75.
ce Kabwe Kupela Health Post	1642.	1218.	74.2
ce Kalela Health Post	1077.	1097.	101.9
ce Kamena Health Post	1881.	1070.	56.9
ce Kamphumbu Rural Health Centre	1004.	635.	63.2
ce Kanona Health Post	4870.	1456.	29.9
ce Kaseba Health Post	962.	968.	100.6
ce Kashishi Health Post	1253.	964.	76.9
ce Kunda Lumwanshya Health Post	972.	645.	66.4
ce Lumpampa Health Post	821.	774.	94.3
ce Lusiwasi Health Post	745.	354.	47.5
ce Mailo Rural Health Centre	829.	790.	95.3
ce Malcom Moffat Rural Health Centre	2412.	1492.	61.9
ce Masase Health Post	1571.	917.	58.4
ce Masunga Health Post	647.		
ce Miswema Health Post	1386.	910.	65.7
ce Mpepetwe Rural Health Centre	546.	423.	77.5
ce Mukopa Health Post	1241.	697.	56.2
ce Mulilima Rural Health Centre	2737.	1766.	64.5
ce Muzumani Health Post	1036.	1002.	96.7
ce Nabowa Health Post	410.	402.	98.
ce Nansanga Health Post	2603.	1582.	60.8
ce Nchimishi Rural Health Centre	3106.	2728.	87.8
ce Ndabala Rural Health	1346.	1535.	114.

Centre			
ce Peddy Laxima Reddy (PLR) Health Post	485.	565.	116.5
ce Serenje Hospital Affiliated Health Centre	7780.	4161.	53.5
ce Silver Land Health Post	2320.	1237.	53.3
ce Sote Health Post	748.	725.	96.9
ce Zambia Compound Health Post	1424.	1309.	91.9

CHALLENGES

- People in Communities Migrating to mining activities affecting house registration in areas such as Mukopa and Kanona
- Some of the peri urban settlements had migrated into caterpillars business as sources of income
- Poor internet connectivity in peri-urban areas since the house registration is being conducted using electronic data base by the community health workers. (CHWs)
- Lack of transport to conduct regular supportive supervision
- Inadequate support to implement other malaria interventions such as Malaria Mass Drug Administration and Larval Source Management

RECOMMENDATIONS

- Engage Smart Zambia for connection to government wide area network through the local authority.
- Engage Traditional leaders, Civic Leaders and key stakeholders to strengthen the sensitization channels on the importance of Health programmes in communities.
- Lobby for transport support from the Ministry, Local Authority and partners.

- Lobby for more Funding from local authority as planned in the integrated development plan (Serenje IDP) to timely conduct malaria mass drug administration and larval source management activities as an intervention towards end malaria programs.

The report was thereafter, **NOTED**.

HHSS/45/11/23 TRANSPORT

The District Health Director reported for the information of the committee that the Department had transport challenge between Hospital and District

- ✓ Ambulance Land cruiser
- ✓ IVECO Emergency Advanced Ambulance
- ✓ Toyota Hilux van
- ✓ Utility Land cruiser
- ✓ Ambulance Land cruiser still in the garage due to additional costs at the garage. (260,000 Thousand)

After consideration of the matter upon a proposal by Councillor Elvis Chisenga duly seconded by Councillor Bwangwe Chricious, it was;

NOTED THAT the procurement of ambulances was already approved in the CDF 2023 budget.

HHSS/46/11/23 HEALTH POST/HC

The District Health Director reported for the information of the committee that of the number of health post/HC's supported by CDF under Muchinga Constituency; Kabansa RHC was Officially Commissioned on the 14th October, 2023; initially constructed by verities church from IOWA USA at a cost of K2,5 million kwacha . The CDF procured Medical equipment and furniture at K400,000.00.

The report was thereafter, **NOTED**.

The District Director of Health reported for the information of the committee that Serenje Boma was growing at a high rate. In order to reduce the congestion at the District Hospital, the District Health Office would like to request renovation of urban Clinic and construction of a maternity Annex with wards at the urban clinic which is near to the main population.

After consideration of the matter upon a proposal by Councillor Stanley Mambwe duly seconded by Councillor Elvis Chisenga, it was;

RECOMMENDED THAT

The request to renovate an urban Clinic and construction of a maternity Annex with wards at the urban clinic be submitted to Constituency Development Fund Committee to consider it under 2025 Constituency Development Fund (CDF) allocation.

The District Director of Health reported for the information of the committee that the DHO made a submission through the DMMU coordinator for the Construction of a cold room at the District Hospital.

After consideration of the matter upon a proposal by Councillor Elvis Chisenga duly seconded by Councillor Stanley Mambwe, it was;

RECOMMENDED THAT

Construction of a cold room at the District Hospital be submitted to Constituency Development Fund Committee to consider it under 2023/2024 Constituency Development Fund (CDF) allocation.

REPORT OF SENIOR HEALTH INSPECTOR

HHSS/48/11/23 INSPECTION OF PREMISES

The Environmental Assistant Technician reported for the information of the Committee that the Public health section undertook food inspection in the district and the under listed food staffs were seized.

NO.	NAME OF SHOP	ARTICLE SEIZED	QUANTITY CONDEMNED	REASON FOR SEIZURE
1	Wonderful	Cabana Drinks Cabana Drinks	1litre 1litre	Bulged Bulged
2	Richmar (Ibolelo market outlet)	Pwando bread Pwando bread Bread Ouma bread	09 11 08 01	No expiry date No expiry date Unlabelled No expiry date
3	Serenje bakery	Bread	10	Unlabelled
4	Richmar (main bus station outlet)	Bread Pwando bread Pwando bread	35 18 08	Unlabelled No expiry date No expiry date
5	Richmar (town centre)	Pwando bread Milk scones Victoria cake cupcakes	01 14 03 06	No expiry date Unlabelled Unlabelled Unlabelled
6	Richmar (turn-off)	Pwando family bread Pwando family bread Bread	03 01 04	No expiry date Unlabelled Unlabelled

In the picture below Serenje district Food staff seized



Action taken: the above listed articles were disposed off through the magistrate court order.

The report was thereafter, **NOTED**.

HHSS/49/11/23 ANTHRAX SENSITIZATION

The Environmental Assistant Technician reported for the information of the Committee that in light of the confirmed cases of Anthrax in southern, Eastern, Lusaka and Muchinga Provinces of Zambia the Public Health Section together with the Zambia Police, Ministry of Health and Veterinary Department held a meeting on 14th November, 2023 with the butchery owners at the Civic Centre to sensitize them about Anthrax, importance of meat inspections and procedures to follow when conducting business in the sense that the general public is protected.

On 15th November, 2023 Serenje Town Council, Ministry of Health and Veterinary Department commenced the sensitization of the general public about Anthrax, the

importance of purchasing meat that was certified fit for human consumption by Health Inspectors.



The report was thereafter, **NOTED**.

HHSS/50/11/23 NUISANCE/COMPLAINTS

The Environmental Assistant Technician reported for the Consideration of the Committee that the public health section had received four (04) complaints about noise pollution, the increased number of shebeens and the selling of illicit and traditional beer in Zambia compound.

He stated that such acts contravened the Liquor Licensing Act No. 20 of 2011, according to section 34 of the Liquor Licensing Act No. 20 of 2011, a person shall not manufacture or produce any alcoholic drink, brew or concoction by means of the fermentation of sugar, treacle, malt or other substances, or by distillation of fermented or distilled produce, for the purpose of selling or supplying the drink, brew or concoction to any person.

Therefore, as a section they were recommending to the committee to consider the formation of a task force committee to curb the manufacturing of illicit beer.

After consideration of the matter upon a proposal by
Councillor

Bwangwe Chricious duly seconded by Councillor Elvis
Chisenga, it was;

RECOMMENDED THAT

Management should form a task force Committee to carry out
on inspection on brewing of Kansu.

HHSS/51/11/23

CONSTRUCTION OF REFUSE BAYS

The Environmental Assistant Technician reported for the
Consideration of the Committee that the Public Health section
has been having challenges on collecting garbage due to
lack of refuse bays or temporal storage facilities in markets. This
had made it very difficult to control litter as it was going with
wind. The most affected areas being Ibolelo market, Youth
recreation center which serviced the main market, Salaula
market (new market) and Turnoff.





After consideration of the matter upon a proposal by Councillor Elvis Chienga duly seconded by Councillor Bwangwe Chricious, it was;

RECOMMENDED THAT

There was need to engage the Office of the MP on the procurement of Skip bins.

HHSS/52/11/23 INSPECTION FINDINGS AT THE COUNCIL WAITING ROOM

The Environmental Assistant Technician reported for the Consideration of the Committee that the public health section conducted inspections at the council waiting room on 08th November, 2023. Below were the findings:

WAITING ROOM

- Dirty internal and external walls.
- No ceiling board.
- A small portion of the floor with few cracks.
- Windows fitted with boards.
- Defective wooden partitions.
- Cobweb infestations.
- The wall had enough space but with poor ventilations and lighting.
- Traders were sleeping in the corridors of the surrounding shops at the waiting room while the toilets which serviced the waiting room was not operating and this was leaving the traders to defecate on floor of the closed toilets and behind the shops.

ABLUTION BLOCK

Findings for both the male and females sanitary facilities:

MALES:

- Number of water closets (02).
- One toilet pan broken (Non-operational) and without cistern.
- Three (03) defective flush doors.
- Dirty (fecal stains) internal parts of shower room, water closets and urinal area.
- One (01) shower room with a broken and non-operational shower tray.
- People defecating on the shower tray.
- Non-operational wash hand basin.
- Objectionable (offensive) smells.
- No lighting system
- Dirty external walls.
- No mortise locks on doors.
- Poor lighting and ventilation.

FEMALES:

- Three (03) water closets.
- Two (02) water closets had no cisterns.
- One water closet had non-operational cistern.
- No running water.
- No wash hand basin.
- One shower room with broken and non-operational shower tray.
- Small portion with dirt (fecal stained) internal walls.
- No mortise locks on all doors.
- Objectionable (offensive) smells.
- Honey comb windows causing poor lighting and ventilation purposes.
- No lighting system.

RECOMMENDATIONS

- Renovating of the waiting room to provide a proper structure to accommodate the traders.
- Demolishing of the ablution block and constructing a recommendable sanitary facility which was going to service the waiting room and main bus station.

CONCLUSION

He further reported that ablution block was in a bad state which needed urgent attention as it was a Public Health hazard based on its current situation.

After consideration of the matter upon a proposal by Councillor Mambwe Stanly duly seconded by Councillor Bwangwe Chricious, it was;

RECOMMENDED THAT

- ✓ Construction of ablution block at the playground using the 2024 CDF.
- ✓ Renovating of the waiting room to provide a proper structure to accommodate the traders.
- ✓ The Council to engage the District Commissioner's Office to engage the Ex-Soldiers Committee over the dilapidated building near Community Development Offices

There being no any other business to transact the Chairperson thanked all for attending the meeting and closing prayer was given by Dr. Moonga Banda. The meeting was declared closed at 11:400 hours.

COMMITTEE

CHAIRPERSON.....SIGN.....



SERENJE TOWN COUNCIL

MINUTES OF THE PLANS, WORKS, DEVELOPMENT AND REAL ESTATES COMMITTEE MEETING HELD IN THE COMMITTEE ROOM, CIVIC CENTRE ALONG NG'ANSWA ROAD, SERENJE ON THURSDAY 30TH NOVEMBER, 2023 AT 09:32 HOURS

PRESENT

COUNCILLORS:	Mwandu Eddy	-	Chairperson
	Brighton M. Yamba	-	Member
	Thelma Kabwe	-	Member
	Mulenga Wilfred	-	Member
	Thomas Phiri	-	Member
	Mumbi Peter	-	Member
	Douglas Free Joes Sigauke	-	Deputy C/Person (Ex-Officio)

APOLOGIES:	Boyd Ngoma	-	(Chief Kabamba) Member
	Stavious Mulumba	-	Council C/Person

OFFICERS

PRESENT:

Smart Muwowo	-	D/Council Secretary
Mafita Mtonga	-	Director of Works
Martin Sikanyika	-	Council Treasurer
Mwamba Mukupa	-	District Planning Officer
Kelvin Chilufya	-	Assistant Internal Auditor
Alfred Lubula	-	Chief Human Resource Officer
Maponde Chandamali	-	Environmental Planner
Sarah M. Chewe	-	Chief Administrative Officer
Sylvia M. Liyoka	-	Health Inspector
Robert N. Phiri	-	Committee Clerk
Ruth Kavwala	-	Acting Administrative Officer

OPENING PRAYER

The opening prayer was given by Councillor Peter Mumbi at 09:32 hours.

NOTICE OF MEETING

The notice convening the meeting was read by the Deputy Council Secretary and the meeting was called to order at 09:32 hours.

PWD&RE/38/11/23 VOTING OF THE COMMITTEE CHAIRPERSON

Councillor Mwandu Eddy was nominated to stand for the position of Committee Chairperson and went unopposed after the proposal by Councillor Brighton M. Yamba duly seconded by Councillor Mumbi Peter.

After conduction of the elections, it was;

RESOLVED

That Councillor Mwandu Eddy be duly elected Committee Chairperson for Plans, Works, Development and Real Estates Committee.

CHAIRPERSON'S REMARKS

The Chairperson elect welcomed everyone to the meeting and urged devolved departments to be free and make contributions as they would help in the development of the district.

REPORT OF THE DISTRICT PLANNING OFFICER

PWD&RE/39/11/23

APPLICATION FOR THE CONVERSION OF LAND MEASURING 240 HECTARES OF - TRUE VINE FARMS

The District Planning Officer reported for the Consideration of the Committee that Management was in receipt of an application from True Vine Farm to convert the tenure of land measuring approximately 240

hectares. A physical inspection of the said property was conducted and it was confirmed / revealed that the land in question was situated in Chief Chibale Chiefdom approximately 80km from the CBD in Kashimpa Area. It was further wished for the Committee to note that the land in question was currently being used for agricultural practices- which was the proposed land use - and that it was void of encumbrances and / or squatters.

The applicant was being invited to appear before the Committee.

In view of this thereafter, upon the satisfaction of the Committee, it was recommended that;

- i. The application be approved and forwarded to the Ministry of Lands and Natural Resources for conversion of tenure and creation of a stand.
- ii. The applicant be recommended for offer of the Land After a brief discussion, upon a proposal by Councillor Yamba M. Brighton and duly seconded by Councillor Thomas Phiri, it was;

RESOLVED TO RECOMMEND

That the application for the Conversion of Land measuring 240 Hectares of True Vine Farms be **APPROVED** subject to verification of the Land.

PWD&RE/40/11/23

APPLICATION FOR THE CONVERSION OF LAND MEASURING 890 HECTARES - KAFUE GORGE REGIONAL TRAINING CENTRE

The District Panning Officer reported for the consideration of the Committee that Serenje Town Council was in receipt of an application from Kafue Gorge Regional Training Centre to convert the tenure of land measuring approximately 890ha from Customary Tenure to Leasehold Tenure. The said land was located in Chief Serenje Chiefdom approximately 90km from the CBD along the Kaombe River.

It was further reported to the Committee that the proposed land use for the said stand was Special User – Hydro Power station.

The applicant was invited to appear before the Committee

In view of this, upon the satisfaction of the Committee, it was recommended that;

- i. The application be forwarded to the Ministry of Lands and Natural Resources for consideration as it was above the approving threshold of the Local Authority.

After a brief discussion, upon a proposal by Councillor Yamba M. Brighton and duly seconded by Councillor Thomas Phiri, it was;

RESOLVED TO RECOMMEND

That the application for the Conversion of Land measuring 890 Hectares be **APPROVED** subject to re-verification of the Land

PWD&RE/41/11/23

APPLICATION FOR PLOT NORMALIZATION

The District Planning Officer reported for the Decision of the Committee that as shown in the table below, Serenje Town Council was in receipt of applications from the Eight (8) individuals / entities to normalise various stands within the township.

The applicants were invited to appear before the Committee

S/N	NAME	NRC	PLOT No.	USE	STATUS
1	Mary Musonda	187114/68/1	SER/1555	Residential	Developed
2	Chileshe Mapulanga	440851/61/1	SER/3215	Residential	Foundation
3	Sepiso Situmbeko	303919/31/1	3219	Residential	Developed
4	Jama Mohamad Musa	574135/99/3	SER/473	Commercial	Developed

5	Bashka Farming Transport & Bakery Ltd	N/A	2283A	Commercial	Developed
6	Mohamed Bashir Salat	578609/99/3	950	Residential	Developed
7	Abdi Omar Hussein	902521/12/2	SER/2237	Commercial	Developed
8	Davie Manda	106587/48/1	SER/1698	Residential	Developed

In this regard, the District Planning Officer reported for the consideration of the Committee to;

- i. Approve the above applications.
- ii. Recommend the above stated to the Ministry of Lands and Natural Resources for offer of the particular properties.

After a brief discussion, upon a proposal by Councillor Yamba M. Brighton and duly seconded by Councillor Thomas Phiri, it was;

RESOLVED TO RECOMMEND

That the application for Plot Normalization be APPROVED from numbers 1 and 8 upon payment of interview fee.

PWD&RE/42/11/23

APPLICATIONS FOR COMMERCIAL PLOTS – TOWN CENTRE

The District Planning Officer reported for the consideration of the Committee that following Serenje Town Council's advertisement for eight (8) Commercial Plots in the Town Centre, the Council was in receipt of applications from 80 applicants as shown in **Appendix 'A'**.

Following successful interviews that were conducted by the Committee at its sitting held on 31st August 2023 the committee resolved to recommend that;

- i. Applicants 1, 4, 5, 6, 7, 9, 10 and 11 be offered the plots as they scored the highest in the interview process as shown in the table below.
- ii. The applicants should pay within two (02) weeks failure to which the plots would be open to first come first save applicants who attended the interviews.

NO.	NAME	NRC NO.	SEX	AREA
1	Charles Mwelwa	152641/12/1	M	Town Center
2	George K. Kandafula	264940/33/1	M	Town Center
3	Richmar General Trading Limited	N/A	N/A	Town Center
4	Gaulani Agrovet Zambia Limited	N/A	N/A	Town Center
5	Miyoba Moonga	271167/73/1	F	Town Center
6	Easy Way Solution Limited	N/A	N/A	Town Center
7	Sidney Kosa	198017/12/1	M	Town Center
8	Joseph Simukanga	191047/47/1	M	Town Center
9	Margret Kandafula	288586/12/1	F	Town Center
10	Karren Kabamba	210785/13/1	F	Town Center
11	Vellah Nachangala	238920/16/1	F	Town Center
12	Honesty Mwila	112878/78/1	F	Town Center
13	Malilo Musonda	244102/12/1	M	Town Center
14	Suzen Chansa	185242/12/1	F	Town Center
15	Kingmore Mulenga	258498/12/1	M&F	Town Center
16	Royce Changwe	198235/12/1	F	Town Center
17	Frezzer Chanda Chibesa	185316/12/1	M	Town Center
18	Judith Chisule	350570/16/1	F	Town Center
19	Aidmed Pharmacy Limited	N/A	N/A	Town Center
20	Ernest Laphael Daka	136047/53/1	M	Town Center
21	Misheck Sichilongo	225626/47/1	M	Town Center
22	Mwape Musonda	151653/61/1	M	Town Center
23	Patience Chisenga	254417/12/1	F	Town Center
24	Charles Sakala	208112/12/1	M	Town Center
25	Besa Sharon Kandafula&Sailanga Sikazwe	226092/12/1	F &M	Town Center
26	Musonda Kunda & Kenneth Muleya	197607/12/1	M&F	Town Center
27	Clarissa Chikamba	127654/12/1	M	Town Center
28	Justina Bwalya	191914/47/1	F	Town Center
	Voilet Kalando	152339/65/1	F	Town Center
29	Moses Chisenga	171480/12/1	M	Town Center
30	Kelvin Z. Mtonga	526882/11/1	M	Town Center
31	Glory Ndhlovu	126317/18/1	M	Town Center
32	Maggie Nakazwe	166366/12/1	F	Town Center
33	Jelita Mulenga	188336/12/1	F	Town Center
34	Kayi Mineral And General dealer	N/A	N/A	Town Center
35	Pamela Mumpasha	303924/16/1	F	Town Center
36	Gillian Chanda Musenga	139175/10/1	M	Town Center
37	Victor Simpito	106878/95/1	M	Town Center
38	Habakkuk Malama	195205/12/1	M	Town Center
39	James Phiri	294573/61/1	M	Town Center
40	Vivian Mvula	158316/46/1	F	Town Center
41	Kesim Gen. Dealers	N/A	N/A	Town Center

42	Nevious Kaumba	138600/77/1	M	Town Center
43	Mbulu Gladys	283392/43/1	F	Town Center
44	Renox Chisanga	213662/47/1	M	Town Center
45	Lubasi Liywalii	343983/74/1	M	Town Center
46	Joseph Nyirenda	128418/91/1	M	Town Center
47	Stephen Sikaonga	189400/12/1	M	Town Center
48	Cephas Sikanyika	232314/45/1	M	Town Center
49	Enerst Chisenga	291226/12/1	M	Town Center
50	Joseph Nyirenda	270391/16/1	M	Town Center
51	Bernard Chipeta	190699/12/1	M	Town Center
52	Jonathan Phiri	294950/16/1	M	Town Center
53	Nshenda General Dealers	N/A	N/A	Town Center
54	Rosemary Chisanga	235395/46/1	F	Town Center
55	Maximo Mwewa	190118/12/1	M	Town Center
56	Estella Rosaline Chembe	834758/10/1	F	Town Center
57	Andrew Mpyakula	184235/12/1	M	Town Center
58	Kelvin Simwanza	110093/95/1	M	Town Center
59	Peter Mukosha	311952/61/1	M	Town Center
60	Mulenga Musonda	254405/12/1	M	Town Center
61	Malipilo Mambwe	372131/67/1	M	Town Center
62	Davison Chibale	132521/12/1	M	Town Center
63	Reagan Tayali	273721/12/1	M	Town Center
64	Memory Kunda	227818/12/1	F	Town Center
65	Bashka farming & transport LTD	578609/99/3		Town Center
66	Bashila Farming and Transport LTD	N/A	N/A	Town Center
67	Eidle Transport &General Dealer	N/A	N/A	Town Center
68	Maamba C. Michael	184848/12/1	M	Town Center
69	Joyce Tembo Mukata	183998/12/1	F	Town Center
70	Benson Silwamba	342608/82/1	M	Town Center
71	Anold Chande	213549/12/1	M	Town Center
72	Ruth Nambule	278402/61/1	F	Town Center
73	Frank Siandima	615078/11/1	F	Town Center
74	Janet Mudenda			
75	Peter Mumbi	222502/68/1	M	Town Center
76	Milly P.C Lombe	268748/67/1	F	Town Center
77	Kelvis Samechi	263027/12/1	M	Town Center
78	Rose Luhanga	167432/47/1	F	Town Center
79	Mary Katema	156331/31/1	F	Town Center
80	Roy Munkondya	422223/61/1	M	Town Center

After a brief discussion, upon a proposal by Councillor Mwiinga Hamalabbi and duly seconded by Councillor Mwandu Gift, it was

RESOLVED TO RECOMMEND

The report to offer Applicant 1,4,5,6,9,7,10 and 11 as they scored the highest in the interview process **be considered** and they should pay within two weeks failure to which the plots would be open to first come first save applicants who attended the interviews.

APPENDIX 'A' – TOWN CENTRE APPLICANTS

NO.	NAME	NRC NO.	SEX	AREA	REMARKS
1.	Musonda Kunda & Kenneth Muleya	197607/12/1	M&F	Town Center	
2.	Benson Silwamba	342608/82/1	M	Town Center	
3.	Cephas Sikanyika	232314/45/1	M	Town Center	
4.	Clarissa Chikamba	127654/12/1	M	Town Center	
5.	Nshenda General Dealers	N/A	N/A	Town Center	
6.	Anold Chande	213549/12/1	M	Town Center	
7.	Miyoba Moonga	271167/73/1	F	Town Center	
8.	George K. Kandafula	264940/33/1	M	Town Center	
9.	Moses Chisenga	171480/12/1	M	Town Center	
10.	Royce Changwe	198235/12/1	F	Town Center	
11.	Honesty Mwila	112878/78/1	F	Town Center	
12.	Ruth Nambule	278402/61/1	F	Town Center	
13.	Frank Siandima	615078/11/1	F	Town Center	
14.	Richmar General Trading Limited	N/A	N/A	Town Center	
15.	Frezer Chanda Chibesa	185316/12/1	M	Town Center	
16.	Charles Mwelwa	152641/12/1	M	Town Center	
17.	Judith Chisule	350570/16/1	F	Town Center	
18.	Joseph Simukanga	191047/47/1	M	Town Center	
19.	Joseph Nyirenda	128418/91/1	M	Town Center	
20.	Easy Way Solution Limited	N/A	N/A	Town Center	
21.	Gillian Chanda Musenga	139175/10/1	M	Town Center	
22.	Joseph Nyirenda	270391/16/1	M	Town Center	
23.	Bashka farming & transport LTD	578609/99/3		Town Center	
24.	Misheck Sichilongo	225626/47/1	M	Town Center	
25.	Malilo Musonda	244102/12/1	M	Town Center	
26.	Eidle Transport & General Dealer	N/A	N/A	Town Center	
27.	Stephen Sikaonga	189400/12/1	M	Town Center	
28.	Kingmore Mulenga Janet Mudenda	258498/12/1	M&F	Town Center	
29.	Bashila Farming and Transport LTD	N/A	N/A	Town Center	
30.	Aidmed Pharmacy Limited	N/A	N/A	Town Center	
31.	Charles Sakala	208112/12/1	M	Town Center	
32.	Gaulani Agrovet Zambia Limited	N/A	N/A	Town Center	
33.	Peter Mumbi	222502/68/1	M	Town Center	

34.	James Phiri	294573/61/1	M	Town Center	
35.	Bernard Chipeta	190699/12/1	M	Town Center	
36.	Sidney Kosa	198017/12/1	M	Town Center	
37.	Victor Simpito	106878/95/1	M	Town Center	
38.	Habakkuk Malama	195205/12/1	M	Town Center	
39.	Kelvin Z. Mtonga	526882/11/1	M	Town Center	
40.	Ernest Laphael Daka	136047/53/1	M	Town Center	
41.	Karren Kabamba	210785/13/1	F	Town Center	
42.	Mbulu Gladys	283392/43/1	F	Town Center	
43.	Glory Ndhlovu	126317/18/1	M	Town Center	
44.	Mwape Musonda	151653/61/1	M	Town Center	
45.	Maggie Nakazwe	166366/12/1	F	Town Center	
46.	Milly P.C Lombe	268748/67/1	F	Town Center	
47.	Lubasi Liywalii	343983/74/1	M	Town Center	
48.	Peter Mukosha	311952/61/1	M	Town Center	
49.	Enerst Chisenga	291226/12/1	M	Town Center	
50.	Margret Kandafula	288586/12/1	F	Town Center	
51.	Vivian Mvula	158316/46/1	F	Town Center	
52.	Renox Chisanga	213662/47/1	M	Town Center	
53.	Suzen Chansa	185242/12/1	F	Town Center	
54.	Joyce Tembo Mukata	183998/12/1	F	Town Center	
55.	Kesim Gen. Dealers	N/A	N/A	Town Center	
56.	Maximo Mwewa	190118/12/1	M	Town Center	
57.	Jelita Mulenga	188336/12/1	F	Town Center	
58.	Kelvin Simwanza	110093/95/1	M	Town Center	
59.	Andrew Mpyakula	184235/12/1	M	Town Center	
60.	Memory Kunda	227818/12/1	F	Town Center	
61.	Kelvis Samechi	263027/12/1	M	Town Center	
62.	Rose Luhanga	167432/47/1	F	Town Center	
63.	Rosemary Chisanga	235395/46/1	F	Town Center	
64.	Mulenga Musonda	254405/12/1	M	Town Center	
65.	Mary Katema	156331/31/1	F	Town Center	
66.	Jonathan Phiri	294950/16/1	M	Town Center	
67.	Nevious Kaumba	138600/77/1	M	Town Center	
68.	Besa Sharon Kandafula&Sailanga Sikazwe	226092/12/1	F & M	Town Center	
69.	Patience Chisenga	254417/12/1	F	Town Center	
70.	Roy Munkondya	422223/61/1	M	Town Center	
71.	Kayi Mineral And General dealer	N/A	N/A	Town Center	
72.	Vellah Nachangala	238920/16/1	F	Town Center	
73.	Reagan Tayali	273721/12/1	M	Town Center	
74.	Justina Bwalya	191914/47/1	F	Town Center	
75.	Voilet Kalando	152339/65/1	F	Town Center	
76.	Pamela Mumpasha	303924/16/1	F	Town Center	
77.	Estella Rosaline Chembe	834758/10/1	F	Town Center	
78.	Malipilo Mambwe	372131/67/1	M	Town Center	

79.	Davison Chibale	132521/12/1	M	Town Center	
80.	Maamba C. Michael	184848/12/1	M	Town Center	

REPORT OF THE DIRECTOR OF WORKS

PWD&RE/43/11/23 LOCAL EQUALIZATION CAPITAL FUND PROJECTS

The Director of Works reported for the information of the committee that Serenje Town Council was undertaking two projects using the 20% equalization capital grant namely, the construction of the Conference Hall at the motel and the construction of wall fence at the dry port. Both projects were progressing well. He further informed the committee that the conference hall was at gable level, the contractor was preparing to begin the roof of the building.

Thereafter the report was **NOTED**.

PWD&RE/44/11/23 CONSTRUCTION OF TWO CROSSING POINTS UNDER RURAL INFRASTRUCTURE DEVELOPMENT

The Director of Works reported for the information of the committee that Serenje Town Council was constructing two crossing points funded by the Ministry of Local government and Rural Development under the Rural Infrastructure Development. The crossing were Mpemba and Kababa bridge being constructed by SWENGWA LIMITED at a contract amount of K1, 411,137.21 and CREATIVE TEAM CONSTRUCTION AND GENERAL DEALERS at a contract amount of K1, 282,639.70 respectively.

He further informed the committee that works were progressing steadily at the two sites. For Mpemba Bridge, the contractor had completed the bridge works and he was working on the embankments while at Kababa Bridge the contractor was doing the columns.

Thereafter the report was **NOTED**.

PWD&RE/45/11/23 2022 CONSTITUENCY DEVELOPMENT FUND PROJECT UPDATE

The Director of Works reported for the information of the committee that Serenje Town Council progressed with the implementation of the 2022 constituency Development Fund Project. Some

projects had been completed and other works were ongoing as shown below. The table attached as appendix “A” and “B” gave the list of projects and status for each constituency.

CDF 2022

No	Constituency	No. of Projects Approved	No. of completed projects	No. of Ongoing projects	Comments
1	Serenje Central	16	9	7	Most of the projects were advanced in their status and about 90% of them would be completed by December 2023.
2	Muchinga	22	10	12	Most of the projects were advanced in their status and about 90% of them would be completed by December 2023.

Thereafter the report was **NOTED**.

PWD&RE/46/11/23

2023 APPROVED CONSTITUENCY DEVELOPMENT FUND PROJECTS

The Director of Works reported for the information of the committee that Serenje Town Council was equally making progress with the implementation of 2023 CDF with some of the projects being at awarding stage awaiting Attorney Generals clearance, while others were at evaluation stage and a few at procurement stage. The table below showed the projects and the table attached as **Appendix “C”** and “D” gave the list of projects approved for each constituency.

CDF 2023

No	Constituency	No. of Projects Approved	No. of completed projects	No. of Ongoing projects	Comments
1	Serenje Central	21	4	17	The projects were at different stages of procurement with some awaiting clearance by the Attorney General..
2	Muchinga	23	1	22	The projects were at

					different stage of procurement with some awaiting clearance by the Attorney General.
--	--	--	--	--	--

Thereafter the report was **NOTED**.

PWD&RE/47/11/23

RECOMMENDED PROJECTS FOR FUNDING USING THE DISASTER FUNDS – SERENJE CONSTITUENCY

The Director of Works reported for the information of the committee that Serenje Central Constituency allocated its Disaster fund components following the recommendation from the District Disaster Management Committee to fund the projects as shown in the table below.

No	Name of Project	Location	Allocated Amount	Comment
01	Conversion of a Mortuary unit into a cold-room	District Hospital	K250,000	The project cost had been funded a K250,000 from the Muchinga CDF committee.
02	Rehabilitation of a blown – off roof classroom block	Kabamba School	K 550,000	The committee approved the construction of 1x3 classroom block and gave it further K200, 000 from the saved funds from the 2022 projects making the total allocation to be K750,000.

Thereafter the report was **NOTED**.

PWD&RE/48/11/23

RECOMMENDED PROJECTS FOR FUNDING USING THE SAVED FUNDS – SERENJE CONSTITUENCY

The Director of Works reported for the information of the committee that the Serenje CDF Constituency had made savings of funds from the 2022 projects amounting to **K2, 240,309.36**. From the same, K1,210,500.00 was used as additional funds to ongoing projects while

K1,029,809.36 was allocated as indicated in the table below:-

S/N	NAME OF PROJECT	WARD	PROJECT LOCATION	PROJECT ALLOCATION (K)
1	Additional Funds to the construction of 1x3 at Chipendeshi Community School	Kabamba	Chipendeshi Community School	300,000.00
2	Additional Funds to the construction of 1x3 at Kabamba Primary School	Kabamba	Kabamba Primary School	200,000.00
3	Clearing of Tuition Fees to Camco and Motor Link	All Wards	Camco and MotorLink	178,976.00
4	Construction of Bridge/ Rehabilitation of Kabundi Clinic	TBA	Chibobo/Milenje/ Kabundi Clinic	350,000.00
	TOTAL			1,028,976.00

Thereafter the report was **NOTED**

PWD&RE/49/11/23

FIRE BRIGADE REPORT

The Director of Works reported for the information of the committee that during the period under-review on 1st October 2023 to date, the fire brigade turned out to different incidents within the District.

The Table below gave the nature of incidents that occurred.

INCIDENTS	TOTAL OCCURRENCE	No. OF OCCURENCE	SCENE REMARK	TURN OUT REMARK	LOCATION
Fires	02	02	02 Non-fatal	Turned out	Various locations (Serenje)
Drowning Cases	Nil	Nil	Nil	Nil	Nil
RTA	07	07	Fatal 02, 05 non-fatal	Turned out	Along great North road
Special services	28	28	Non - fatal	Turned out	Various locations

Fleet

- During the period under review the fire brigade had
 5. 01 Scania fire truck – runner
 6. 01 Isuzu light pump –runner

Thereafter the report was **NOTED**.

REPORT OF THE DISTRICT WATER DEVELOPMENT OFFICER

PWD&RE/50/11/23 CONSTRUCTION OF MBASWA

The Director of Works reported for the information of the Committee that GNM Projects limited, the contractor for Mbaswa Dam construction was on site and works had commenced.

At the time of reporting, the following works had been done.

- ✓ Right abutment clearing
- ✓ Left abutment clearing
- ✓ Borrow area (s) clearing
- ✓ Stream section clearing
- ✓ Car park, access roads, and office site have had been cleared

He said it was anticipated that the Contactor would have commenced civil works at the spillway by the end of the year, 2023.

Thereafter the report was **NOTED**.

There being no any other business to transact the Chairperson thanked all for attending the meeting and closing prayer was given by District Planning Officer Mwamba Mukupa (Ms) and the meeting was declared closed at 11:48 hours.

COMMITTEE

CHAIRPERSON.....DATE.....SIGN.....



SERENJE TOWN COUNCIL

MINUTES OF THE AUDITING COMMITTEE MEETING HELD IN THE COMMITTEE ROOM, CIVIC CENTRE, ALONG NG'ANSWA ROAD, SERENJE ON WEDNESDAY 13TH DECEMBER, 2023 AT 10:30 HOURS

PRESENT

COUNCILLORS:

Mukosha Emmanuel	-	Chairperson
Francis Chola	-	Member
Mwiinga Hamalabbi	-	Member
Dickson M. Musonda	-	Member
Gift Mwandu	-	Member
Wilbroad Lwanga	-	Co-opted Member
Dauglas F.J. Sigauke	-	D/ C/Person (Ex-Officio)
Staivous Mulumba	-	C/ C/Person (Ex-Officio)

APOLOGIES :

No apology received.

OFFICERS

PRESENT

:	Smart Muwowo	-	Deputy Council Secretary
	Martin Sikanyika	-	Council Treasurer
	Roy Munkondya	-	Valuation Officer
	Kelvin Chilufya	-	Assistant Internal Auditor
	Collins Chellah	-	Procurement Officer
	Hope Machuta	-	Assistant Commercial Manager
	Sarah M. Chewe	-	Chief Administrative Officer
	Robert N. Phiri	-	Committee Clerk

OPENING PRAYER

The opening prayer was given by the Council Treasurer Martin Sikanyika at 10:30 hours.

NOTICE OF MEETING

The notice convening the meeting was read by the Deputy Council Secretary and the meeting was called to order at 10:30 hours.

AUD/12/11/23

ELECTION OF COMMITTEE CHAIRPERSON

The Acting Council Secretary reported to the Committee that pursuant to the Local Government Act No 2 of 2019 under the third schedule of the Act Section 11 (3) on election of the Chairperson of Committees states that every committee shall elect a chairperson from among themselves.

The voting was done by casting of votes and Councillor Emmanuel Mukosha scoped the position of Committee Chairperson.

After the successful conducting of election, it was;

RESOLVED

That Councillor Emmanuel Mukosha be duly elected Committee Chairperson for the Audit Committee.

CHAIRPERSON'S REMARKS

The Chairperson elect, Emmanuel Mukosha thanked all for the trust showed to him by voting him as Committee Chairperson and urged them to work as a team.

He went ahead to welcome the co-opted member, Mr Wilbroad Lwanga to committee.

REPORT OF THE INTERNAL AUDITOR

AUD/13/12/23

BUDGET AND INCOME

The Assistant Internal Auditor reported to the Committee that during the period January to September 2023 the Council received a total of K37, 820, 645.89 from various sources of

revenue against the flexed budget amount of K58,688,795.18 resulting in a negative variance of K20,868,149.29. The overall performance as at 30th September 2023 stood at 64%. Further scrutiny of the Receipts and Payments Account revealed that the Council had continued to underperform on Licenses (1%). The Council also underperformed on permits (42%) and Charges (52%) as shown on **Appendix A**

RISK

Planned activities may not be undertaken

Recommendation

Management was requested to explain the variances and the solution to the problem.

MANAGEMENT RESPONSE

The Council Management had appreciated the auditor's findings as abrogation they attributed the underperformance to the following factors:

- I. The period in which the report was done
- II. Budgeted figures would go up in October since it was the month in which they Commerce the renewal of licenses and permits. As for the factor they over budgeted and adjustments would be reported in the Finance committee which was scheduled for Friday 15th December, 2023 on Supplementary Budget adjustment. After due consideration of the matter upon a proposal by Councillor Giff Mwandu and duly seconded by Councillor Francis Chola, it was;

Resolved to recommend

- i. Liaise with the Vice Council Chairperson to help them identify shops owners who were not paying for licenses
- ii. An Adhoc Committee be constituted to inspect shops in the district which could bring revenue to the council.

The Assistant Internal Auditor reported to the Committee that the Internal Audit Unit carried out a staff audit by reviewing the Staff Return, Employees' files and Payroll reports to determine the effectiveness of Internal Controls with regard to human resources as shown on **Appendix B**.

The following were the findings:

a. Failure to fill key positions

A scrutiny of the Staff Return for the period under reviewed that key positions such as Water Engineer (1) and Assistant Accountant (1) were vacant. These positions were imperative to the smooth running of the Council.

Potential Impact (Risk)

Efficiency and effectiveness in Council operations may be achieved

b. Irregular employment of two (2) officers on one Position

A scrutiny of employees' files and payroll reports revealed that Serenje Town Council had two officers' employed as Senior Accountancy Assistant (LGSS 11) contrary to the current Staff Establishment

Potential Impact (Risk)

Employee outputs may be adversely affected

c. Delay in disposal of disciplinary cases

Further scrutiny of employee files revealed that one officer was suspended from duty on 22nd March 2023. The officer had been away from duty for nine months and he was still on Serenje Town Council Payroll

Potential Impact (Risk)

Loss of man hours
Wasteful expenditure

Recommendations

Management should ensure that all the above outstanding staff matters were sorted out

There was needfor management to employ a person who would be doing various maintenance works including plumbing

MANAGEMENT RESPONSE

- i. all staff matters were reported to Human Resource Management Committee and recommendations were forwarded to Local Government Service Commission for their action.
- ii. following the transfer of the sworn in responsible officer, Milly Muluti, the staff matters had been pending because the new Council Secretary had not been sworn in and communicated with Local Government Service Commission to secure an appointment for swearing in ceremony of the responsible officer and other officers dealing with staff matters.

After due consideration of the matter upon a proposal by Councillor Gift Mwandu and duly seconded by Councillor Mwiinga Hamalabbi, it was;

RESOLVED TO RECOMMEND

The report on the management of staff related matters should be taken as an urgent matter and also to replace the Works Foreman who was dismissed.

AUD/15/12/23

MANAGEMENT OF COMMERCIAL VENTURES

Motel Profit and Loss Account

The Assistant Internal Auditor reported to the Committee that during the period under review the Council Motel (Ibolelo Valley View Inn) recorded a reduction in profit as compared with the Second Quarter. The Motel made a profit of K34,050.00 during the third quarter while K66,554.00 was the profit for the previous quarter signifying a 49% reduction as shown in **Appendix C**.

Potential Impact (Risk)

Further reduction in profit may adversely affect the operations

Recommendations

Management should explain the reduction in profit

Management should put in place measures that would increase profits

MANAGEMENT RESPONSE

Management appreciated the internal auditor's findings and management acknowledged the reduction in the profits recorded. The major cause of this was due to a reduction in the revenue collected from K419,551 to K259,986. This was as a result of:

1. No water at the Motel. The Motel continued to face water challenges. The Motel staff had to fetch water from either the Civic Center or a nearby well in order for guests to use during sanitary facilities. This had made them to lose competitive advantage in the business as they were a last option for accommodation facilities.
2. The Motel also did not provide competitive advantage as they did not have security for vehicles hence most of the clientele preferred to seek accommodation where they had assurance that their vehicles would be safe.
3. The Council Motel bar was not able to compete with bars within the District in the sense that they did not have a music system, a sitting area and the procurement process was not favorable for them to purchase alcoholic beverages. By the time, they complete the process, the merchandise was out of stock.

4.

Management recommended to do the following:

- ✓ Drilling a borehole specifically for the Motel.
- ✓ Put up fencing at the Motel in the coming year.
- ✓ Procurement of a music system and furniture for the sitting areas.
- ✓ The Procurement unit to liaise with the supplier on the best way of procuring alcoholic beverages with them

After due consideration of the matter upon a proposal by Councillor Mwiinga Hamalabbi and duly seconded by Councillor Dickson M. Musonda, it was;

RESOLVED TO RECOMMEND

There was need to do landscaping in order to attract more clients.

AUD/16/12/23 MANAGEMENT OF LIABILITIES

Staff Obligations

The Assistant Internal Auditor reported to the Committee that a review of Serenje Town Council debt stock revealed that as at 30th November 2023 the Council owed former and existing employees a total of K5, 011, 783.76 in respect of Long Service Bonus, Leave Travel Benefits, Salaries/wages, Settling in Allowance and terminal benefits. See table below

Description	Amount (ZMW)
Long Service Bonus	1, 054, 152.39
Leave Travel Benefits	34, 645.97
Salaries/Wages/Allowances	176, 273.53
Settling in Allowance	264, 498.72
Terminal Benefits	3, 497, 213.79
TOTAL	5, 011, 783.76

Potential Impact (Risk)

The debt may increase to unmanageable levels

Recommendations

Management should avail a debt repayment plan

MANAGEMENT RESPONSE

Management appreciated the finding raised by the Internal Auditor and as such they had come up with the payment plan on how best they were going to honour the same staff obligations for instance they had come up with the following methods:

- ✓ First come first in first out basis
- ✓ Considering those being transferred
- ✓ Last but not least even considering those with urgent needs of course depending on the availability of funds.

After due consideration of the matter upon a proposal by Councillor Gift Mwandu and duly seconded by Councillor Mwiinga Hamalabbi, it was;

RESOLVED TO RECOMMEND

The payment plan be implemented

AUD/17/12/23

MANAGEMENT OF CONSTITUENCY DEVELOPMENT FUNDS

The Assistant Internal Auditor reported to the Committee that page 48, Part 8.2.5 of the Constituency Development Fund Guidelines states that “Joint Spot Monitoring (JSM) reports will be produced after every spot monitoring activity undertaken by joint monitoring groups. JSM activities shall be undertaken regularly to verify the results provided in the monthly, quarterly and annual reports and for the purpose of evidence based decision-making and timely intervention where necessary”

For this reason, the Internal Audit together with officers from Planning and Finance Departments carried out monitoring activities with regard to Secondary and Skills Bursaries. As per attached a report (Appendix D) including recommendations After due consideration of the matter upon a proposal by Councillor Mwiinga Hamalabbi and duly seconded by Councillor Gift Mwandu, it was;

Resolved to recommend

- i. Let all the institutions be monitored before taking the students.

AUD/18/12/23

2024 INTERNAL AUDIT ANNUAL WORK PLAN

The Assistant Internal Auditor reported to the Committee that the Internal Audit Unit had prepared the Internal Audit Annual Work Plan for the year 2024. According to Public Finance Management (General) Regulations 2020, the plan must be submitted to the Audit Committee for approval as shown on

Appendix E

After due consideration of the matter upon a proposal by Councillor Francis Chola and duly seconded by Councillor Gift Mwandu, it was;

Resolved to recommend

The report on 2024 Internal Audit Annual Work Plan be considered.

AUD/19/12/23 REVISED INTERNAL AUDIT CHARTER

The Assistant Internal Auditor reported to the Committee that the International Standards for Professional Practice for Internal Auditing 1000 prescribes that purpose, authority and responsibility of the Internal Audit function must be formally defined in an Internal Audit Charter. Further, Public Finance Management (General) Regulations 2020 requires that the Charter be reviewed annually and be presented to the Audit Committee as shown on **Appendix F**

After due consideration of the matter upon a proposal by Councillor Francis Chola and duly seconded by Councillor Gift Mwandu, it was;

Resolved to recommend

The report on Revised Internal Audit Charter be considered.

There being no any other business to transact, the meeting was declared closed after a prayer from Ruth Kavwala, Administrative Officer at 12:55 hours.

COMMITTEE
CHAIRPERSON.....SIGN.....DATE.....

RNP/



SERENJE TOWN COUNCIL

MINUTES OF THE FINANCE, HUMAN RESOURCE AND GENERAL PURPOSES COMMITTEE MEETING HELD IN THE COMMITTEE ROOM, NG'ANSWA ROAD, SERENJE ON FRIDAY 15TH DECEMBER, 2023 AT 09:00 HOURS.

PRESENT

COUNCILLORS:

Mwengwe Bravers	- Chairperson
Leonard Kanchepa	- Member
Vernon Chibuye	- Member
Gershom Changwe	- Member
Chinya Leo	- Member
Chief Chibale	- Member
Dauglas Free Jones Sigauke	- Ex-officio
Staviours Mulumba	- Ex-Officio

APOLOGIES:

IN ATTENDANCE:	Smart Muwowo	-	Deputy Council Secretary
	Martin Sikanyika	-	Council Treasurer
	Mwamba Mukupa-		District Planning Officer
	Mtonga Mafita	-	Director of Works
	Kelvin Chilufya	-	Internal Auditor
	Collins Chellah	-	Procurement Officer
	George Mtika	-	Deputy Council Treasurer
	Hope Machuta	-	Assistant Commercial Manager
	Sarah M. Chewe	-	Chief Administrative Officer
	Robert Phiri	-	Committee Clerk

PRAYER

Prior to the commencement of the meeting the Chief Administrative Officer gave an opening prayer.

NOTICE CONVENING THE MEETING

The notice convening the meeting was read by the Deputy Council Secretary – Mr Smart Muwowo and thereafter the meeting was called to order at 09:19 hours.

APOLOGY FOR ABSENCE

No apology was received.

FHR&GP /14/12/23 VOTING OF THE COMMITTEE CHAIRPERSON

The Acting Council Secretary reported to the Committee that Pursuant to the Local Government Act No 2 of 2019 under the third schedule of the Act Section 11 (3) on election of the Chairperson of Committees states that every committee shall elect a chairperson from among themselves.

Councillor Bravers Mwendwe was nominated to stand for the position of Committee Chairperson and went unopposed after the proposal by Councillor Gershom Changwe duly seconded by Councillor Vernon Chibuye.

After conduction of the elections, it was;

RESOLVED

That Councillor Mwandu Eddy be duly elected Committee Chairperson for Plans, Works, Development and Real Estates Committee.

After the successful conducting of election, it was;

RESOLVED

That Councillor Bravers Mwendwe be duly elected Committee Chairperson for the Audit Committee.

CHAIRPERSON'S OPENING PRAYER

The Chairperson elect thanked his fellow Councillors for electing him as Committee Chairperson and urged them to work as a team.

FHR&GP/16/12/23: RECEIPTS AND PAYMENTS AS AT 30TH SEPTEMBER, 2023.

The Council Treasurer reported for the Consideration of the Committee that for the period under review, Council collected cumulative receipts amounting to K37,815,040.81 comprising of locally generated funds, Local Government Equalization fund and Constituency Development Fund representing 64 % performance when compared against the Flexed Budgeted amount of K58,688,794.50 as at 30th September, 2023. In terms of Expenditure, Council expensed a cumulative total of K15,186,533.80 as at the reporting date representing 26% performance compared to the Flexed Budgeted amount of K58,688,794.50.

The detailed analysis of Receipts and Payments Statement was attached as **Appendix 'A'**

On proposal by Councillor Leonard Kanchepa duly seconded by Councillor Leo Chinya, it was

RESOLVED TO RECOMMEND THAT

The report on Receipts and Payments as at 30th September, 2023 be **Considered**.

FHR&GP/17/12/23: SUPPLEMENTARY RECURRENT CAPITAL REVENUE AND EXPENDITURE ADJUSTMENT BUDGET FOR FINANCIAL YEAR ENDING 31ST DECEMBER, 2023

The Council Treasurer reported to the Committee that under the **PUBLIC FINANCE MANAGEMENT ACT NO.2018 (GENERAL REGULATIONS 2020) PART IV** Section 26 and 27 Clause 4 states that (he quoted), ***A Local Authority shall where there is under collections of revenue review and restrict the expenditure of that revenue generating until to match the available revenue.***

The Council Management had evaluated the performance on the three budget lines namely Licenses due to non-issuance of

occupancy license, Profit from the Commercial Venture due to non-completion of conference hall and Charges on residential, commercial and industrials premium plots had not been collected for the period under review due to the long process of the repossession of plots at turn-off area and the **Supplementary budget was attached as Appendix 'A'**

On proposal by Councillor Leonard Kanchepa duly seconded by Councillor Vernon Chibuye, it was

RESOLVED TO RECOMMEND THAT

The report on the Supplementary Recurrent Capital Revenue and Expenditure Adjustment Budget for Financial Year Ending 31st December, 2023 be **Considered**.

FHR&GP/18/12/23: MOTEL PROFIT AND LOSS AS AT 30TH SEPTEMBER, 2023.

The Council Treasurer reported for the consideration of the Committee that for the period under review the Council Motel (Ibolelo Valley View Inn) cumulative receipts amounted to K326, 540.00 while cumulative purchases amounted to K292, 490.00 representing K34, 050.00 profit with the opening balance profit of K66, 554.00

The detailed analysis of Motel Profit and Loss Account was attached as **Appendix 'B'**.

On proposal by Councillor Leonard Kanchepa duly seconded by Councillor Gershom Changwe, it was

RESOLVED TO RECOMMEND THAT

- i. The report on Motel Profit and Loss as at **30th September, 2023** be **Considered**.
- ii. Management should look at the issue of water supply at the motel
- iii. Management were urged to reduce the prices of the restaurant and the bar .

**FHR&GP/19/12/23: 2022 SERENJE CENTRAL CDF FUNDING AND EXPENDITURE
RETURN STATUS AS AT 30TH NOVEMBER, 2023**

The Council Treasurer reported to the Committee that as at 31st December, 2022, the Council receipted total amount of Kwacha Twenty-Four Million Five Hundred Thirty-Two Thousand Seven Hundred Twenty-Seven Kwacha Sixty-Nine Ngwee (K24, 532, 727.69). The Council spent Kwacha Twelve Million Five Hundred Forty-One Thousand One Hundred-and Five Kwacha Seven Ngwee (K12, 541, 105.07) as at 30th November, 2023.

The detailed analysis was attached as **Appendix 'C'**

Thereafter, the report was **Noted**

**FHR&GP/20/12/23: 2023 SERENJE CENTRAL CDF FUNDING AND EXPENDITURE
RETURN STATUS AS AT 30TH NOVEMBER, 2023.**

The Council Treasurer reported to the Committee that the Council receipted total amount of Kwacha Twenty-One Million Four Hundred Thousand Ngwee (K21, 400,000.00) and spent Kwacha Five Million Five Hundred Eighty-Eight Thousand Nine Hundred Fourteen Ninety-Five Ngwee (K5, 588, 914.95) as at 30th November, 2023.

The detailed analysis was attached as **Appendix 'C'**

Thereafter, the report was **Noted**.

**FHR&GP/21/12/23: 2022 MUCHINGA CDF FUNDING AND EXPENDITURE STATUS AS
AT 30TH NOVEMBER, 2023**

The Council Treasurer reported to the Committee that the Council receipted 2022 CDF for Muchinga CDF amounting Kwacha Twenty-Three Million Seven Hundred Thirty-Nine Thousand Nine Hundred Ten Ninety Ngwee (K23, 739, 910.90) as at 31st December, 2022 and spent Kwacha Thirteen Million Nine Hundred Sixty-Nine Thousand One Hundred Ten Kwacha Ninety (K13, 969, 110.90) as at 30th November, 2023.

The detailed analysis was attached as **Appendix 'D'**

Thereafter, the report was **Noted**.

**FHR&GP/22/12/23: 2023 MUCHINGA CDF FUNDING AND EXPENDITURE RETURN
STATUS AS AT 30th NOVEMBER, 2023**

The Council Treasurer reported to the Committee that as at 30th November, 2023 the Council receipted total amount of Kwacha twenty-one million four hundred seventy-four thousand kwacha (K21,400,000.00) and spend Kwacha four million nine hundred fifty-nine thousand six hundred ninety-two kwacha ten ngwee (K4,959,692.10) as at 30th September 2023.

The detailed analysis was attached as **Appendix 'D'**

Thereafter, the report was **Noted**.

**FHR&GP/23/12/23: RECURRENT REVENUE, EXPENDITURE AND CAPITAL ESTIMATE
FOR 2024 WITH DEVOLVED LINE MINISTRIES BUDGET (OBB)
OUTPUT BASED BUDGET**

The Council Treasurer reported to the Committee that the Serenje Town Council Management had prepared Recurrent Revenue, Expenditure and Capital Estimates for the Medium term 2024, 2025 and 2026 and the Financial year 2024 have been prepared in pursuant to section 39 (1) for Local Government Act of 1991 CAP 281 The budget has been formulated using the Medium Term Expenditure Framework (MTEF), (OBB) Output Based Budget Estimates.

The total annual Budget for the year 2024 stands at K96,022,191.00 million.

The proposed estimates were attached as **Appendix 'F'**

On proposal by Councillor Leonard Kanchepa duly seconded by Councillor Leo Chinya, it was

RESOLVED TO RECOMMEND THAT

The report on the Recurrent Revenue, Expenditure and Capital Estimate for 2024 with Devolved Line Ministries Budget (OBB) Output Based Budget

There being no any other business to transact the meeting was declared closed at 12:00 hours and the closing prayer was given by Councillor Leonard Kanchepa.

COMMITTEE

CHAIRPERSON.....DATE.....SIGN.....