PRO

NKEYEMA TOWN COUNCIL

NOTICE OF MEETING, AGENDA, PREVIOUS MINUTES OF THE COUNCIL AND ITS STANDING COMMITTEES TO BE PRESENTED TO THE THIRD ORDINARY COUNCIL MEETING SCHEDULED TO BE HELD ON WEDNESDAY 1ST OCTOBER, 2025 AT 10:00 HOURS

NKEYEMA DISTRICT COUNCIL
29 SEP 2025
COUNCIL SECRETARY
P.O. BOX 940221, NKEYEMA

29TH SEPTEMBER, 2025

MOFFAT MWANZA
COUNCIL SECRETARY

CIVIC CENTRE
P.O. BOX 940221
NKEYEMA

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29TH SEPTEMBER, 2025

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COUNCIL SECRETARY

CIVIC CENTRE
P.O. BOX 940221
NKEYEMA

MINUTES OF THE SECOND ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE ALONG MONGU – LUSAKA ROAD ON FRIDAY 27TH JUNE, 2025 AT 10:00 HOURS

MEMBERS PRESENT

Rayford Chitoti	-	Council Chairperson
Marvelous Nalubutu	-	Deputy Council Chairperson
Oscar Zeka	-	Member
David Mbambe	-	Member
Mukanwa Matauka	-	Member
Zabangwa Minyoi	-	Member
Brian Namangolwa	-	Member
Charles M. Mwanangombe	-	Member
Webster Miyombo	-	Member

OFFICERS IN ATTENDANCE

Moffat Mwanza	-	Council Secretary
Chunda Bunda	-	Director of Planning
Elvis Mubita	-	Director of Finance
Lifumbo Mundia	-	District Education Board Secretary
Kudakwashe Mutentwa	-	Council Advocate
Chimbala Abraham	-	Director of Engineering
Dr. Mundemba Simon	-	District Health Director
Ivy Samboko	-	Chief Administrative and Committee Officer
Mubita Simalumba	-	Systems Analyst
Sivan Nyambe	-	Senior Procurement Officer
James Kawaba	-	Internal Auditor
Ing'utu Silishebo	-	Senior Legal Assistant
Deckster N. Sishekanu	-	Senior Legal Assistant
Gibson Muyembe	-	Electrical Engineer
Sheillar Mboozi	-	Human Resources Officer
Aphius Kaputula	-	Public Relations Officer
Collins M. Sitali	-	Assistant Social Welfare Officer
Namushi Muchezi **(Recorder)**	-	Committee Clerk
Phumuzile Moyo	-	Stenographer

ABSENT WITH APOLOGIES

Oscar Zeka	-	Member

CALL TO ORDER

The meeting was called to order at 11:02 hours.

NATIONAL ANTHERM

Prior to the commencement of the meeting, the National Anthem was sung as per procedure and practice.

OPENING PRAYER

The opening prayer was conducted by Councillor Charles Mwanangombe.

NOTICE OF MEETING
The notice convening the meeting was read by the Council Secretary.

COUNCIL CHAIRPERSON COMMUNICATION AND ANNOUNCEMENTS
The Council Chairperson delivered his communication and announcements and afterwards it was noted.

OC.21.06.25: CONFIRMATION OF MINUTES OF THE FIRST ORDINARY COUNCIL MEETING HELD ON THURSDAY 3RD APRIL, 2025

Upon a proposal by Councillor Brian Namangolwa and duly seconded by Councillor Minyoi Zabangwa,

It was;

RESOLVED THAT:
The minutes of the of the first ordinary council meeting held on Thursday 3rd April, 2025 be **CONFIRMED.**

OC.22.06.25: RECIEPT, CONFIRMATION AND ADOPTION OF THE MINUTES OF THE FINANCE, HUMAN RESOURCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON WEDNESDAY 11TH JUNE, 2025

Upon a proposal by Councillor Webster Miyombo and duly seconded by Councillor Charles M. Mwanangombe,

It was;

RESOLVED THAT:
The minutes of the Finance, Human Resource and General Purposes Committee meeting held on Wednesday 11th June, 2025 be **RECEIVED**, **CONFIRMED** and **ADOPTED** as part of the proceedings of the Council.

OC.23.06.25: RECEIPT, CONFIRMATION AND ADOPTION OF THE MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON THURSDAY 12TH JUNE, 2025

Upon a proposal by Councillor David Mbambe and duly seconded by Councillor Webster Miyombo,

It was;

RESOLVED THAT:
The minutes of the Audit Committee meeting held on Thursday 12th June, 2025 be **RECEIVED**, **CONFIRMED** and **ADOPTED** as part of the proceedings of the Council.

OC.24.06.25: RECEIPT, CONFIRMATION AND ADOPTION OF THE MINUTES OF THE PLANS, WORKS DEVELOMENT AND REAL ESTATES COMMITTEE MEETING HELD ON FRIDAY 13TH JUNE, 2025

Upon a proposal by Councillor Charles M. Mwanangombe and duly seconded by Councillor Minyoi Zabangwa,

It was;

RESOLVED THAT:
The minutes of the Plans, Works Development and Real Estates Committee Meeting Held On Friday 13th June, 2025 be **RECEIVED**, **CONFIRMED** and **ADOPTED** as part of the proceedings of the Council.

OC.25.06.25: PROPOSED COMPOSITION OF STANDING COMMITTEES OF THE COUNCIL FOR THE 2025 CIVIC YEAR

The Council Secretary reported for the consideration of the Council that a new composition of the Standing Committees of the Council had been proposed in accordance with the provisions of the Local Government Act No. 2 of 2019 read together with the standing Orders of the Council. The proposed composition of the standing Committees was as follows:

Plans, Works Development and Real Estates Committee

David Mbambe	-	Member
Oscar Zeka	-	Member
Webster Miyombo	-	Member
Brian Namangolwa	-	Member
Rayford Chitoti	-	Ex – Officio
Marvelous Nalubutu	-	Ex – Officio

Audit Committee

Charles M. Mwanangombe	-	Member
Mukanwa Matauka	-	Member
Webster Miyombo	-	Member
Zabangwa Minyoi	-	Member
David Mbambe	-	Member
Rayford Chitoti	-	Ex – Officio
Marvelous Nalubutu	-	Ex – Officio

Finance, Human Resource and General Purpose Committee

Brian Namangolwa	-	Member
Mukanwa Matauka	-	Member
Zabangwa Minyoi	-	Member
Oscar Zeka	-	Member
Charles M. Mwanangombe	-	Member
Rayford Chitoti	-	Ex – Officio
Marvelous Nalubutu	-	Ex – Officio

A discussion ensued and upon a proposal by Councillor Brian Namangolwa and duly seconded by Councillor Webster Miyombo,

It was;

RESOLVED THAT:
The proposed composition of the Standing Committees of the Council be **APPROVED** with the following amendments:

i. Councillor David Mbambe under the Audit Committee be replaced with Councillor Brian Namangolwa.

ii. Councillor Brian Namangolwa under the Finance, Human Resource and General Purpose Committee be replaced with Councillor David Mbambe.

OC.26.06.25: CALENDER OF COUNCIL AND COMMITTEE MEETINGS CIVIC YEAR 2025

The Council Secretary presented the proposed calendar of meetings for 2025 Civic year for the consideration of the Committee. The proposed calendar of meetings was attached to the report as shown below:

QUARTER 4				QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
TYPE OF MEETINGS	**OCT 2024**	**NOV 2024**	**DEC 2024**	**JAN 2025**	**FEB 2025**	**MAR 2025**	**APRIL 2025**	**MAY 2025**	**JUNE 2025**	**JULY 2025**	**AUG 2025**	**SEP 2025**	**OCT 2025**	**NOV 2025**	**DEC 2025**
PWDRE COMMITTEE			***MON 23RD***		***MON 17TH***			***MON 19TH***			**MON 11TH**			**MON 10TH**	
AUDIT COMMITTEE			**TUE 24TH**		***WED 19TH***			***WED 21ST***			**WED 13TH**			**TUE 14TH**	
FHRGP COMMITTEE			**MON *16th***		***FRI 21ST***			***FRI 23RD***			**FRI 16TH**			**MON 17TH**	
FULL COUNCIL			***FRI 27TH***			***FRI 28TH***			**FRI 27TH**			**FRI 26TH**		**MON 27TH**	

KEY

PWDRE	- PLANS, WORKS DEVELOPMENT AND REAL ESTATES COMMITTEE.
AC	- AUDIT COMMITTEE
FHRGP	- FINANCE, HUMAN RESOURCE AND GENERAL PURPOSES COMMITTEE

NB; PLEASE NOTE THAT CALENDAR OF MEEINGS IS SUBJECT TO CHANGE WHEN DEEMED NECESSARY

After due consideration and upon a proposal by Councillor Charles M. Mwanangombe and duly seconded by Councillor David Mbambe,

The proposed calendar of meetings for the 2025 Civic Year for Nkeyema Town Council be **APPROVED.**

COUNCIL CHAIRPERSON'S CLOSING REMARKS

The Council Chairperson thanked members for their active participation during the deliberations. He observed that management for their efforts in ensuring that the implementation of projects is completed. He also observed some devolved departments and Ministries did not have any representatives at the meeting a situation he described as unacceptable. The Council Chairperson emphasized the need for all the heads of departments to be attending standing and Ordinary Council meeting for the benefit of the Community.

There being no other business to transact, the meeting was declared officially closed at 12:48 hours after singing the National Anthem and a closing prayer which was conducted by Councillor Charles M. Mwanangombe.

Signed this 27th Day of June 2025

CHITOTI RAYFORD
COUNCIL CHAIRPERSON

MINUTES OF PLANS WORKS DEVELOPMENT AND REAL ESTATE'S COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE, NKEYEMA ALONGM9 ROAD ON TUESDAY 26TH AUGUST, 2025 AT 09:00 HOURS

MEMBERS PRESENT

Webster Miyombo	-	Chairperson
David Mbambe	-	Member
Oscar Zeka	-	Member
Brian Namangolwa	-	Member
Marvelous Nalubutu	-	Ex - Officio

OFFICERS IN ATTENDANCE

Kudakwashe Mutentwa	-	Council Advocate
Chola Kapembwa	-	Assistant Director of Engineering
Lifumbo Mundia	-	District Education Board Secretary
Simalabbe Sikaulu	-	District Community Development Officer
Ivy Samboko	-	Chief Administrative and Committee Officer
Maiwase Jere	-	District Forestry Officer
Mfula Nsofwa	-	Town Planner
Mumba Maurice	-	Civil Engineer
Namasiku Kufekisa	-	Assistant Auditor
Mboozi Sheilla	-	Human Resource Officer
Sivan Nyambe	-	Senior Procurement Officer
Mubita Simalumba	-	Systems Analyst
Aphius Kaputula	-	Public Relation Officer
Deckstor N. Sishekanu	-	Senior Legal Assistant
Susan M Muyoba	-	EMO

Kibenda Maantero	-	DAPO
Vincent Njobvu	-	Administrative Officer
Namushi Muchezi (Recorder)	-	Committee Clerk

APOLOGIES FOR ABSENCE

Rayford Chitoti	-	Ex - Officio

CALL TO ORDER

The meeting was called to order at 10:59 hours.

OPENING PRAYER

The Prior to the commencement of the meeting, the opening prayer was offered by Mr. Deckster Sishekanu.

NOTICE OF THE MEETING

The notice convening the meeting read by the Chief Administrative and Committee Officer.

PWDRE.52.08.25: ELECTION OF COMMITTEE CHAIRPERSON

Upon a proposal by Councillor Brian Namangolwa and duly seconded by Councillor Oscar Zeka,

It was;

RESOLVED THAT:

i. Councillor Webster Miyombo be elected as the Committee Chairperson for the newly reconstituted Plans, Works Development and Real Estates Committee.

ii. Since there was no counter proposal, Councillor Webster Miyombo was declared as the duly elected Chairperson for the Plans, Works Development and Real Estates Committee.

PWDRE.53.08.25: CHAIRPERSONS OPENING REMARKS

The Chairperson welcomed everyone to the meeting and urged members to take full participation in the deliberations. He

urged Management to improve in delivering notices of meetings and reports to members. Thereafter, he declared the meeting officially open.

PWDRE.54.08.25: UPDATE ON CDF PROJECTS

The Director of Engineering reported for the information of the Committee that the status of ongoing Constituency Development Fund (CDF) projects were as tabulated below:

S/N	NAME OF PROJECT	CURRENT STATUS	CHALLENGES	ACTION TAKEN
01	Construction of Health Post at Kalale	100% Completion	Water is inadequate to service the facility	Sourced funds from CDF and the contractor procured to drill and equip 10,000ltrs tank.
02	Construction of Njonjolo Bridge	100% Completion	The second bridge has collapsed	Requested for funding from MLGRD through rural development projects.
03	Construction of a 1x3 CRB at Timuna	100% Completion	First contractor abandoned the site	Completed awaits commissioning

PWDRE.55.08.25: UPDATE ON 2024 CDF PROJECTS

The Director of Engineering reported for the information of the Committee the status of ongoing 2024 Constituency Development fund CDF projects as tabulated below:

S/N	NAME OF PROJECT	CURRENT STATUS	REASONS FOR DELAYMENT	ACTION TAKEN
01	Construction of Police post at Munkuye	100% completion	Water to service the facility	Sourced funds from CDF and the contractor procured

				to drill and equip 10,000ltrs tank.
02	Construction of a Clinic at Kakumba	95% completion (Finishing)	Delayed disbursement of funds.	Contractor has since been paid and on site
03	Construction of Ablution at Sishamba Local Court	100% completion	Insufficient funds hence variation to the design.	Completed awaits commissioning
04	Construction of Staff house at Namilangi primary school	100% completion	Luck of successful bidder for the project on two consecutive adverts	Completed awaits commissioning
05	Construction of Health Post at Kabilulwe	90% completion	Delayed disbursement of advance payment	Contractor paid and on site
06	Construction of Health Post at Kappa	85% Completion	Delayed disbursement of funds.	Contractor has since been paid and on site
07	Construction of a Maternity wing at Nkeyema Mini hospital	85% Completion	Delayed disbursement of funds.	Contractor paid and on site
08	Construction of a Maternity wing at Mimpongo	70% Completion	Delayed disbursement of funds coupled with poor workmanship	Contractor paid and instructed to rectify the snags currently site
09	Construction of Chief's palace at Njonjolo	100% completion	Variation of funds due to new scope of works	Completed awaits commissioning

10	Procurement of Ambulance	Centrally procured		
11	Procurement of motor bikes	Centrally procured		
12	Rural Electrification Authority	MoU signed		**Funds varied to Water schemes Kalale and police post**
13	Construction of 1x3CRB at Mudeu	60% completion	Road cut off due to heavy rains	Contractor paid and on site
14	Construction of a 1x3CRB at Nkeyema Primary (Disaster)	60% completion	Delayed disbursement of funds coupled with poor workmanship	Contractor paid and instructed to rectify snags currently on site
15	Drilling and equipping 24 boreholes with Indian Mark 2	85% completion	Delayed disbursement of funds coupled with poor workmanship	Contractors paid and instructed to re-do depth less than 50m.

The information was **NOTED.**

PWDRE.56.08.25: UPDATE ON 2025 CDF PROJECTS

The Director of Engineering reported for the information of the committee the status of 2025 CDF projects as tabulated in the table below:

S/N	NAME OF PROJECT	WARD	CONTRACTOR	CURRENT STATUS

01	Construction of a 1x3 CRB at Kabulungu	Lombelombe	Giluka Construction Ltd	Foundation excavation works
02	Construction of a 1x3 CRB at Nakuyuwa	Nkeyema	Likomas Construction Ltd	Foundation excavation works
03	Construction of 1x3 CRB at Mankonde	Shimano	GNKAN-Engineering Ltd	Site mobilisation
04	Construction of 1x3 CRB at Moringa	Munkuye	God's Abundance	Slab level
05	Construction of 1x3 CRB at Kayula	Buloto	Palaba Investment Ltd	Foundation excavation works
06	Construction of 1x3 CRB at Kandengo	Shishamba	Palaba Investment Ltd	Site mobilisation
07	Construction of a staff house at Kankwanda	Namilangi	Uyoye Construction	Foundation excavation
08	Construction of a Shed at Kamasisi	Litoya	Mbuzani	Site mobilisation
09	Procurement of a Tipper Truck	All	Higher Bus Ltd	Contract signed and awaiting approval from the ministry for VAT exception
10	Procurement of an excavator	All	Saro Agro Industries	Contract signed

The matter was **NOTED.**

PWDRE.57.08.25: OPENING UP OF ROADS UNDER CDF

The Director of Engineering Services reported for the information of the Committee on the progress of Shamapene – Kandende Road under constituency development fund (CDF). Thus far grading and dumping of gravel had been completed covering a stretch of 6.5km.

The matter was **NOTED.**

PWDRE.58.08.25: STATUS OF CAPITAL PROJECTS

The Director of Engineering reported for the information of the Committee on the status of capital projects and the same was tabulated in the table form. The table below was a summary of capital projects whose funding was from Devolution Support Fund and their current status:

S/N	NAME OF PROJECT	CURRENT STATUS	CHALLENGES	ACTION TAKEN
1	Construction of ablution at Shamapene roadside market	Foundation excavation works		Contractor on site
2	Construction of ablution at slaughter slab	Foundation excavation works		Contractor on site
3	Construction of water reticulation at Shamapene roadside market	Borehole drilled		Contractor on site
4	Construction of water reticulation at slaughter slab	Borehole drilled		Contractor on site

5	Construction of kandende crossing point	Mobilization		Contractor on site
6	Rehabilitation of office space at civic centre	70% completion	Delayed re-mobilization by contractor	Contractor warned to re-mobilize after making payment

The information was **NOTED.**

PWDRE.59.08.25: REHABILITATION OF 20KM NJONJOLO ROAD

The Director of Engineering reported for the information of the Committee on the progress of Njonjolo road adding that so far grading and road formation was complete, spot gravelling as well as compaction of approximately 5km was completed and the funds had since been exhausted.

The report was **NOTED.**

PWDRE.60.08.25: REHABILITATION OF 30KM KAMAKOKWA-LOMBELOMBE ROAD

The Director of Engineering reported for the information of the Committee on the progress of 30km Kamakokwa-Lombelombe Resettlement center road, thus far the contractor had achieved 85% of the works remaining with ancillary and concrete works with light gravelling of some portion. Members heard that the works were temporary suspended due to heavy rains which flooded borrow pits. However, the contractor had resumed operations on site for the final phase.

The report was **NOTED.**

PWDRE.61.08.25: CONSTRUCTION OF HEALTHY ROOMS BY HEALTHY LEARNERS

The Director of Engineering reported for information of the Committee on the progress of healthy rooms in twelve schools

by Healthy Learners. Thus far earth works excavations had been achieved in all the selected schools. However, it was explained that the project had however faced a challenge in procuring materials locally such as blocks and stones. Further delayment on procurement of other materials such as building/river sand and gravel due to challenges in finding vendors. Nevertheless, members heard that material mobilization had started and the construction will commence once all the materials are ready.

The report was **NOTED.**

PWDRE.62.08.25: UPDATE ON CASH FOR WORK

The Director of Engineering reported for information of the Committee that Cash for Work program had continued to be implemented across the District in various zones. Therefore, a total cumulative beneficiary of 20, 203 amounting to K12, 121,800 as at 31st March, 2025. However, the challenges of mismatch of phone numbers had continued and data clerks and WDC chairperson were engaged to address the challenge.

The information was **NOTED.**

PWDRE.63.08.25: STATUS OF RURAL WATER SUPPLY

The Director of Engineering reported for the information of the Committee that the Ministry of Water Development and Sanitation had engaged China Gansu engineering Corporation LTD to drill 6 boreholes in Nkeyema District for the proposed piped water schemes.

All the six boreholes had been drilled.

The table below shows the locations for the water schemes:

S/N	Name	Ward	Status
1	Loloma Primary School	Shishamba	Borehole drilled
2	Shimano Secondary School	Shimano	Borehole drilled
3	Mudeu Primary School	Litoya	Borehole drilled
4	Mbumisha Primary School	Lombelombe	Borehole drilled
5	Kangalango Community School	Shishamba	Borehole drilled
6	Chitoti Community School	Shimano	Borehole drilled

The information was **NOTED.**

PWDRE.64.08.25: APPLICATION FOR LAND FOR THE CONSTRUCTION OF A CASSAVA PROCESSSING PLANT- MNISTRY OF SMALL AND MEDIUM ENTREPRISE DEVELOPEMENT

The Director of Planning reported to the Committee that Nkeyema Town Council was in receipt of an applications from the Ministry of Small and Medium Enterprise Development who intended to develop a cassava processing plant, in line with the Governments 'agenda of job creation for youths, promotion of gender equality and poverty reduction in Zambia. Members heard that the project main developmental objective was to construct a bulking centre and warehouse which could host equipment for cassava processing into various semi- finished products for storage and onward processing by the industry.

It was from this background that the Council had identified and secured 4.5 Hectares of land on the three suitable adjacent Industrial plots within the Township in Kabombwa area to accommodate the above mentioned project. The identified properties were; LN 68/2, LN 68/3 and LN 68/4.

He therefore report that,

a) The applicants should be recommended for approvals to the Ordinary Council.
b) The approved applicants should be forwarded to the Commissioner of Lands for further processing.
c) The applicants be informed of Council's decision.

A discussion ensued and upon a proposal by Councillor David Mbambe and duly seconded by Councillor Webster Miyombo,

It was;

RESOLVED TO RECOMMEND THAT:

i. The application for land for the construction of a Cassava Processing Plant- Ministry of Small and Medium Enterprise development be **APPROVED.**
ii. The application be forwarded to the Commissioner of Lands for further processing.
iii. The applicants be informed of Council's decision.

PWDRE.65.08.25: MAINSTREAMING OF HIV SENSITIZATION IN THE ROAD SECTOR

The Director of Planning reported to the Committee that as the Government of the Republic of Zambia embarks on road construction projects, HIV/AIDS mainstreaming has remained cardinal in these developmental projects. This was due to the fact that, there are externalities that were attached with high possibility of causing Social Environmental Impacts to the vulnerable communities and construction workers.

Therefore, in the bid to prevent HIV new infection and other Sexually Transmitted Infection (STIs) which was on the rise especially among the adolescent and young adults' population, HIV awareness programs would be conducted Monthly to all the Local Communities residing along the M9 ongoing road construction works. Management therefore implored the Ward Councillors and other local leaderships to take an active role in these activities. Meanwhile, the sensitization program was scheduled to start in Shishamba ward at Mawilo market on 26th August 2025.

The matter was **NOTED.**

PWDRE.66.08.25: 2025 YOUTH, WOMEN AND COMMUNITY EMPOWERMENT- LOAN APPLICANTS

The Director of Planning reported to the committee that the Twenty- Eight (28) applicants that were selected and approved by the Constituency Development Fund (CDF) Committee were forwarded to Indo Zambia Bank- Kaoma Branch for screening and clearance. The bank had screened all Twenty- Eight (28) applications and the Bank had so far recommended Eighteen (18) applicants for approval by the Ministry while the remaining ten (10) applicants had been declined due to Non-Performing Asset (NPA) Listing on Credit Reference Bureau (CRB). The Ministry had approved eighteen (18) applicant and on the other hand engaged the affected remaining said applicants to get clearance from CRB.

The summary status of applications was presented to the Committee as shown in the table below;

NO.	NAME OF GROUP/ NAME OF BUSINESS/COMPANY	WARD	TYPE OF BUSINESS	APPROVED AMOUNT	STATUS
1	Halusebezeni	Buloto	Irrigation Equipment	150,000.00	Approved by the Ministry and awaiting funding
2	Tonje Tulye Farm	Buloto	Irrigation Equipment	200,000.00	Approved by the Ministry and awaiting funding
3	Mupondo Transport Services	Litoya	Farming	150,000.00	Approved by the Ministry and awaiting funding
4	Thimbu Business Ventures	Litoya	Farming	200,000.00	Approved by the Ministry and awaiting funding
5	Matikandi General Dealers	Lombelombe	Buying and selling of maize	200,000.00	Not Cleared by the Bank- NPA listing on CRB
6	Muyandya Bantu Crops and Fish Farming	Lombelombe	Crop and fish farming	200,000.00	Approved by the Ministry and awaiting funding
7	Kakupu Enterprise	Munkuye	Farming	150,000.00	Approved by the Ministry and awaiting funding
8	Kutum Transport	Munkuye	Transportation	200,000.00	Not Cleared by the Bank- NPA listing on CRB
9	Filo Ventures	Namilangi	Estates	200,000.00	Approved by the Ministry and awaiting funding

10	Marnum Venture	Shimano	Irrigation Equipment	150,000.00	Approved by the Ministry and awaiting funding
11	Kenmadu Ventures	Shimano	Metal Fabrication	200,000.00	Approved by the Ministry and awaiting funding
12	Meetimoye Transport	Shimano	Transportation	200,000.00	Not Cleared by the Bank- NPA listing on CRB
13	Zabalu General Dealers	Shishamba	Hammer mill	200,000.00	Approved by the Ministry and awaiting funding
14	Jabuluma Enterprise	Shishamba	Grocery	180,000.00	Not Cleared by the Bank- NPA listing on CRB
15	Last Coner Business Center	Litoya	Irrigation Equipment	200,000.00	Not Cleared by the Bank- NPA listing on CRB
16	Prisva Business Ventures	Munkuye	Irrigation Equipment	150,000.00	Approved by the Ministry and awaiting funding
17	Tourch Not Transport	Nkeyema	Transportation	150,000.00	Not Cleared by the Bank- NPA listing on CRB
18	Jusuta General Dealers	Nkeyema	Restaurant and Bar	150,000.00	Approved by the Ministry and awaiting funding
19	Nkoka Business Enterprise	Nkeyema	Piggery	150,000.00	Approved by the Ministry and awaiting funding
20	Mufasi General Dealers	Shishamba	Irrigation Equipment	200,000.00	Approved by the Ministry and awaiting funding
21	Shisa Farms	Namilangi	Piggery/Hammer Mill	200,000.00	Not Cleared by the Bank- NPA listing on CRB

22	Timusela General Dealers	Shimano	Trade and Commerce	100,000.00	Approved by the Ministry and awaiting funding
23	Muteba Business Ventures	Buloto	Agriculture	100,000.00	Approved by the Ministry and awaiting funding
24	Realcom General Dealers	Namilangi	Agriculture	150,000.00	Approved by the Ministry and awaiting funding
25	Nkeyema Tailoring and Design	Litoya	Trade and Commerce	50,000.00	Approved by the Ministry and awaiting funding
26	Tulye Tonje	Shishamba	Trade and Commerce	50,000.00	Not Cleared by the Bank- NPA listing on CRB
27	P.Sinyungu	Nkeyema	Agriculture	42,000.00	Not Cleared by the Bank- NPA listing on CRB
28	Lima Green Paradise	Munkuye	Agriculture	100,000.00	Not Cleared by the Bank- NPA listing on CRB
TOTAL K4,172,000.00					

The report was **NOTED.**

PWDRE.67.08.25: 2025 YOUTH, WOMEN AND COMMUNITY EMPOWERMENT- GRANT APPLICANTS

The Director Planning informed the Committee that the Sixty-Two (62) applicants that were selected and approved by the Constituency Development Fund Committee was approved by the Ministry of Local Government and Rural Development at a total sum of Two Million Four Hundred Eighty Thousand Kwacha (2, 480, 000.00). The Council was therefore lodged in a request for funding from the Ministry and disburse to the said beneficiaries.

The details of the approved applications attached to the report.

No	Name of Group	Ward	Contact person	Contact Number	Type of venture (specify)	Amount requested (ZMW)
1	Kamiheto A	Buloto	Mubondwa Simuye	974142910	Chicken Rearing	K40,000.00
2	Kanabombe Youth Club	Buloto	Konde Konde	775329580	Piggery	K40,000.00
3	Limbwela Youth Club	Buloto	Musole Likumbi	972646941	Piggery	K40,000.00
4	Blessed Womens Club	Buloto	Colina Musaka	97622635	Cattle Rearing	K40,000.00
5	Maloba Jetters Youth Club	Buloto	Nymbe Mwangala	978090099	Grocery	K40,000.00
6	Chala Ukutule	Buloto	Henry Nyame	0967663202	Farming	K40,000.00
7	Lulika Fela Womens Club	Buloto	Mrs Sibamba	0777065177		K40,000.00
8	Libuyungu MPC	Munkuye	Nalukui Litia	760908293	Poultry	K40,000.00
9	Namamono Bunde	Munkuye	Nosiku Sitali	957347762	Gardening	K40,000.00
10	Kamikenga Womens Group	Munkuye	Precious Muyunda	768375649	Poultry	K40,000.00
11	Munkuye Ward Club	Munkuye	Winnie Mweetwa	972950229	Village Banking	K40,000.00
12	Liyongosi Womens Club	Munkuye	Nawa Muyunda	966526298	Chicken Rearing	K40,000.00
13	Munkuye Marketeers womwns club	Munkuye	Sepiso Lishangwe	962279967	Village Banking	K40,000.00
14	Mukhoma Cooperative society	Munkuye	Nyundu Nambula	961270082	Village Banking	K40,000.00
15	First Choice Youth Club	Munkuye	Fnius Kahare	760390513	Restaurant	K40,000.00
16	Lombelombe Centre Farms MPC	Lombelombe	Douglas Sitwala	956633594	Incubator/Egg hatchery	K40,000.00
17	Kabilulwe Youth Club	Lombelombe	Lydia Nyambe	964084837	Improved Village Chicken Production	K40,000.00
18	Mavunji East Youth Club	Lombelombe	Siputuma Siputuma	963303396	Poultry	K40,000.00
19	Kachale North Youth Club	Lombelombe	Namakau Samwaka	764502383	Improved Village Chicken Production	K40,000.00
20	Lombelombe Testimony youth club	Lombelombe	Mukosiku Nalukui	971159160	Mixed Farming	K40,000.00

21	Buffalo Youth Club	Lombelombe	Inambao Sitwala	770154289	Poultry	K40,000.00
22	Kiya Lubilo Youth Club	Lombelombe	Mweene Hamilumbe	971194837	Piggery	K40,000.00
23	Hope Youth Club	Nkeyema	Joseph Mweemba	976331870	Piggery	K40,000.00
24	Dagmore General Dealers	Nkeyema	Mode Nawani	973080064	Carpentry	K40,000.00
25	Matoya Youth Club	Nkeyema	Josphine Nganga	962528509	Poultry	K40,000.00
26	Mukishi Construction	Nkeyema	Charles Sindamu	777343540	Maize Production	K40,000.00
27	Ndalomba Womens Club	Nkeyema	Memory Ndabali	970317750	Farming	K40,000.00
28	Kulumbwe Mulena Youth Club	Nkeyema	Mutafela Lubinda	77123176	Goat Production	K40,000.00
29	Tumbo Womens Club	Nkeyema	Charity Musangu	77378414	Poultry	K40,000.00
30	Nakako Club	Nkeyema	Richard Lubasi	961211818	Gardening	K40,000.00
31	Minato Youth MPC	Shimano	Danny Mubanga	9770080159	Piggery	K40,000.00
32	Andume MPC	Shimano	Chisola Kazhiko	961425043	Goat Rearing	K40,000.00
33	Nahiya Womens Club	Shimano	Modreen Mbomena	764300137	Piggery	K40,000.00
34	Kusebeza Amoho Womens	Shimano	Mata Mata	962590721	Poultry	K40,000.00
35	God Knows Savings and Credit Club	Shimano	Kamwengo Mukelebai	762920500	Poultry	K40,000.00
36	Libala Womens Club	Shimano	Fostina Mulenga	968182584	Poultry	K40,000.00
37	Nalikenani MPC	Shimano	Lisitu	967637716	Maize Production	K40,000.00
38	Mapililo MPC	Shimano	Victor Chimbali	766803811	Poultry	K40,000.00
39	Success Youth Club	Shishamba	Margret Nuwe	767692774	Oxen Drought	K40,000.00
40	Galaxy Youth Club	Shishamba	Isaac Musheke	773071483	Gardening	K40,000.00
41	Kakwiliti Womens Club	Shishamba	Nosiku Lukonga	956401080	Improved Village Chicken Production	K40,000.00
42	Nginda Womens Club	Shishamba	Mukelebai Nawa	763989087	Poultry	K40,000.00
43	Amutone Womens Club	Shishamba	Esther Njungu	961307262	Village Banking	K40,000.00

44	Kutandala MPC	Shishamba	Martin Mutukwa	768946188	Poultry	K40,000.00
45	Tulyetonje Womens Club	Shishamba	Julia Muyaule	956390404	Goat Rearing	K40,000.00
46	Kayuya MPCS	Shishamba	Maimbolwa Mwangala	961062798	Crop Farming	K40,000.00
47	Grace Women's Club	Litoya	Silitonga Nakweti	978040367	Goat Rearing	K40,000.00
48	Kucha Ni Babamu Womens Club	Litoya	Chilinge Biemba	774905792	Poultry	K40,000.00
49	Lyambweta MPC	Litoya	Mutti Mathews	979727099	Goat Rearing	K40,000.00
50	Tulilenihamo Womens Club	Litoya	Nalukui Matomola	974099002	Village Banking	K40,000.00
51	Kangungu Womens Club	Litoya	Beauty Mbambo	973121328	Village Banking	K40,000.00
52	Mundeu MPC	Litoya	Mukayamali Pelekelo	766800508	Farming	K40,000.00
53	Kamungomba MPC	Litoya	Namunji Mukuti	972111025	Piggery	K40,000.00
54	Lizoho Womens Club	Litoya	Precious Mutango	770092401	Village Banking	K40,000.00
55	Mabanga Tiko Womens Club	Namilangi	Miyoba Limpo	774149913	Goat Rearing	K40,000.00
56	Kufumana Chapo Womens Club	Namilangi	Alex Yakomba Kalemba	969295977	Poultry	K40,000.00
57	KwalaMba Youth Club	Namilangi	Margret Kandanda	76635268	Poultry	K40,000.00
58	Kanatebe Yoth Club	Namilangi	Memory Mbambe	777435722	Poultry	K40,000.00
59	Linanga Sipalo Youth Club	Namilangi	Catherine Ngwila	977425757	Goat Rearing	K40,000.00
60	Kakwanda Sunshine Youth Club	Namilangi	Christabel Mebelo	776458382	Village Banking	K40,000.00
61	Kama Womens Club	Namilangi	Simataa Mangondo	963671186	Poultry	K40,000.00
62	Kakwanda Malo Youth Club	Namilangi	Sharon Kayuba	961033769	Poultry	K40,000.00
GRAND TOTAL						K2,480,000.00

The report was **NOTED.**

PWDRE.68.08.25: **APPROVAL OF 2025 CONSTITUENCY DEVELOPMENT FUND (CDF) – BURSARIES**

a) Secondary School Boarding Bursary

The Director of Engineering reported that the Ministry of Local Government and Rural Development had approved a total number of One Hundred Forty-Seven (147) student for the Secondary School Boarding Bursary at the total cost of K473, 700.00 to be sponsored under the 2025 CDF allocation at various Government Boarding Schools.

b) Skills Development Bursary

It was explained that the Ministry of Local Government and Rural Development had approved a total number of One Hundred Fifty-One (151) student for the Skill development bursary at the total cost of K3, 441, 917.00 to be sponsored under the 2025 CDF allocation in various skills training.

The details were attached to the report as appendices for easy reference.

The matter was **NOTED.**

PWDRE.69.08.25: **INTRODUCTION**

The District Education Board Secretary reported that the report covered the second quarter (April to June) of the year 2025 about the activities of education in Nkeyema District of Western Province. The report covered the following aspects: staffing, learner enrollment, number of institutions, infrastructure development, school health and nutrition, Keeping Girls in School and joint monitoring.

The matter was **NOTED.**

PWDRE.70.08.25: ***STAFFING***

The District Education Board Secretary reported to the Committee that the total Staffing for the District stood at 645 with 326 females and 319 males. In the period under review, the District received two trained Accounts Assistants deployed to Nkeyema Secondary School and Mawilo Secondary School. This gave District to have three trained Accounts staff. However, the District still needed more of such professionals

as most of the accounting was being handled by the untrained staff.

The matter was **NOTED.**

PWDRE.71.08.25: ***LEARNER ENROLLMENT***

The District Education Board Secretary that the district had a total of 38,890 pupils from Early Childhood Education to grade 12. Teacher- Pupil ratio stood at 1 to 61 and this requires drastic measures to ensure optimal learning outcomes.

The matter was **NOTED.**

PWDRE.72.08.25: ***NUMBER OF INSTITUTIONS***

The District Education Board Secretary reported that Nkeyema District Education Board was running a total of 102 schools. Out of these 37 GRZ Primary Schools, 54 were Community Schools and 5 private Schools. There were 6 GRZ day Secondary Schools, One Primary School (Shishamba) with Form 1 learners. There were 95 ECE Centres that were annexed at Primary Schools and 1 was a standalone (Nkeyema ECE Centre) in the District.

The house may wish to know that there is a high demand for more secondary schools as the distance being covered by the learners is relatively long especially with the policy of phasing out of basic schools.

However, the district is likely to have more secondary schools in the year 2026 when Kahare and Kanchale Secondary Schools open as well as once a positive response may be given following the application the district has made to open other secondary schools.

The report was **NOTED.**

PWDRE.73.08.25: ***INFRASTRUCTURE DEVELOPMENT***

The District Education Board Secretary (DEBS) reported to the information for the Committee in the period under review that, the district had received new school infrastructure among them

was one by three classroom block and two staff houses at Shimano Secondary School commissioned by Honorable Minister for Western Province, Mr Kapelwa Mbangweta, Member of Parliament for Nkeyema Constituency.

Members heard that Works also progressed relatively well at Kandende Secondary School for one by three classroom block and two staff houses adding that it was expected that the infrastructure would be handed over in the third quarter of 2025.

It was explained that School Health rooms construction in Twelve (12) Schools sponsored by Healthy Learners. Building materials supplied and delivered to the sites. However, there was a big concern about the quality of the blocks delivered which were of poor quality. Schools were advised not to sign the delivery notes if they were not satisfied with the quality but instead, write to DEBS. Schools did their part and DEBS wrote to Nkeyema Town Council for inspection and certification of the materials.

Works on-going at two construction sites under Zambia Education Enhancement Project – AF (ZEEP - AF) at Kanchale and Kahare Day Secondary Schools though not according to plan. The challenge of water at the sites was sufficiently addressed with the intervention of the Honourable Minister for Western Province, Mr Kapelwa Mbangweta, M.P.

The member were reminded that in the previous report, there was a challenge of some suppliers who did not supply correct quantities and in some cases wrong specifications. These had been addressed and correct material specifications were supplied at Kahare. Additionally, there was a shortage of blocks and crushed stones at Kanchale. Suppliers were engaged and the suppliers started responding.

The ZEEP project was under community mode, an appeal was made to the house especially the Honorable Councillors from Litoya and Lombelombe Wards to assist in the area of community mobilization. However, in the quarter under review, there was very good community mobilization at the sites with Kahare community helping with moving blocks and donating over 20 by 50kgs of maize with the support from the District

Commissioner, Area Councillor and His Royal Highness, Chief Kahare.

The matter was **NOTED.**

PWDRE.74.08.25: ***SCHOOL HEALTH AND NUTRITION***

The District Education Board Secretary reported to the Committee that Over 80 School Health Teachers and administrators were trained in April by Health Learners on basic health provision in to help them administer treatment to learners. The schools had secured temporal Health Rooms and learners were attended to accordingly as drugs were supplied by Ministry of Health through the District Health Office. The intervention helped to improve learner attendance to school as well as teachers. He informed the Committee that school health rooms at school were not for community members.

Further, it was explained that the district had received food for Emergency School Feeding Programme earlier in the year administered by Save the Children. A total of 94 schools benefited from the initiative through food supplies such as bags of maize, beans, salt and cooking oil. The intervention helped improve learner attendance to school. However, there were reports from schools that the community members were not coming forward to cook for the leaners. Therefore, a recommendation that civic leaders may help to engage the community so that they participate.

The matter was **NOTED.**

PWDRE.75.08.25: ***KEEPING GILRS IN SCHOOL AND BEYOND INITIATIVE (KGS)***

The District Education Board Secretary reported to the committee that KGS was a government initiative administered by the Ministry of Education targeted at vulnerable girls from Social Cash Transfer Homes. Nkeyema was now on the project. Community verification was conducted in the period under review in all the CWACS and over 2000 girls were enumerated.

The exercise was a success though there were a few challenges in some CWACS in terms of communication.

The matter was **NOTED.**

PWDRE.76.08.25: ***JOINT MONITORING***

The District Education Board (DEBS) further reported for the information of the committee that the Provincial Education office had organized a joint monitoring activity in Nkeyema District in order to assess adherence by schools to set standards. Some of the concerns noted were that schools were not following laid down procurement procedures and that some teachers were not serious with their work due to, in some cases, overstaying at same station. The district had acted to some of the recommendations and had transferred teachers but some teachers resisted transfers and rushed to bring in their connections to influence. In view of the foregoing, it was recommended that all stakeholders including civic leaders should support the move by the PEO and DEBS if the results for Nkeyema were to improve.

The information was **NOTED.**

PWDRE.77.08.25: **EXECUTIVE SUMMARY**

The District Health Director reported that Nkeyema District was one of the 16 districts of western province of Zambia. It shared district borders with Luampa, Kafue National park, Kaoma district and Mfumbwe District.

The district had 13 Health facilities, One (1) Zonal clinic, five (5) Health Centers, five (5) health Posts and two (2) Mini Hospitals. The district has no First level hospital hence patients are referred to Kaoma hospital for further investigation and management.

The Health Centres and Posts provide primary health care services which includes Maternal, neonatal and child health, youth and adolescent health, Communicable diseases, especially malaria, HIV and AIDS, STIs and TB, NCDs, Disease outbreaks and epidemic control, public health surveillance, Environmental health and food safety, Health service referral systems, Health promotion and education, Community health, social determinants of health. The District Health Office was

responsible for health systems strengthening by ensuring that Essential drugs and medical supplies, Infrastructure and equipment, Health information, Health care financing, Leadership and governance.

Nkeyema District had a particularity of doubling the population in last 10 years, from 51,863 to 133.936. The annual expected pregnancies are 3061 and expected live births were 3022. Based on these estimates; maternal and child health services form the bulk of health services provision in the District.
Members heard that the Theatre which had been built under CDF at Zonal clinic would definitely address most of maternal emergencies.

The matter was **NOTED.**

PWDRE.78.08.25: FINANCIAL UPDATE

The District Health Director reported for the information of the Committee that the monthly grant was received but with the abnormal increase of the population, most of the funds were allocated to the referral services compromising other vital planned activities.

The support from the partners especially in the area of HIV/TB had reduced, the one supporting the community activities had even stopped. The sustainability of the program might require the intervention of the Local Government.

The report was **NOTED.**

PWDRE.79.08.25: DRUGS SITUATION

The District Health Director reported for the information of the Committee that the second quarter had some challenges in the supply chain. The stock levels for the tracer drugs and commodities went down up to about 60% than the previous quarter which was at 80%. The office had experienced shortage of antibiotics, gloves, pain killers, cotton wood and family planning.

The situation was better than last year; all the facilities received all the basic drugs and commodities during the period under review.

The report was **NOTED.**

PWDRE.80.08.25: MATERNAL AND NEONATAL CARE

The District Health Director reported for the information of the Committee that the district did not record any maternal deaths during the period under review.

All the complicated cases were collected from the facilities to Kaoma Hospital or Luampa for further management; some cases were handled by the officers from the DHO to the health facilities.

The report was **NOTED.**

PWDRE.81.08.25: PUBLIC HEALTH/DISEASE OUTBREAK

The District Health Director reported for the information of the Committee that No Disease outbreak was recorded during the period under review.

- The activities conducted during the period under review comprise:
- Production and dissemination of case
- Definition tools for selected key notifiable diseases.
- The office trained 20 health care workers in Rapid Response.
- Technical support supervision offered to surveillance focal point person in all 13 health facilities
- Contact Tracing in 13 Health facilities

PWDRE.82.08.25: HUMAN RESOURCE

The District Health Director reported for the information of the Committee that the trained 22 polyvalent CBVs out of 35 allocated to Nkeyema District saw their finger print cleared to Lusaka.
The rest of activities were just the routine. PMEC trips to Mongu every month.

CHALLENGES

The following were challenges which were reported:

Maternal Health

1. The office did not have an ambulance for patient referrals; we use the utility vehicle which was in bad shape with constant breakdown.

2. Constant breakdown of motorbikes for implementation of maternal health activities.

Child Health

The big catch up which is a program started in the beginning of the year aimed to vaccinate all the children with zero vaccination is going well in some facilities but most of the facilities are facing transport challenges because of the bad conditions of our motorbikes.

District Health office level

1. Funds allocated to Nkeyema District health office not considering the population. (not equitable).
2. No reliable transport for patients referrals and program implementation

Health Facility level

1. Inadequate motorized transport in all the facilities
2. Inadequate accommodation for staff at the facilities.
3. Inadequate funds to build the capacity to the newly recruited staff in the facilities.

Community level

1. Inadequate number of SMAGs and only 40% of them are active. Only 6 facilities supported by partners have active SMAGS.
2. Some CBVs were demotivated because not picked amongst the trained polyvalent CBVs.
3. The CBVs supported by partners were demotivated because of the end of contract.

Major Achievements

The following were the major achievements which were reported.

1. The District health office had maintained significant improvement in most of indicators, especially the maternal indicators like institutional deliveries, skilled deliveries and HIV/TB.

2. No institutional or community maternal death was recorded during the period under review.
3. All the facilities have at least one trained staff.
4. The two facilities newly opened are offering services by today.

Recommendations

The following recommendations were made to the Committee:

i. The office was requesting urgently an ambulance for patients' referrals or the use of CDF vehicle at the time of breakdown of the current utility vehicle.
ii. All newly opened facilities to be equipped from CDF funds.
iii. CDF to consider the setup of the building for imaging, laboratory department, more staff houses and more health facilities.
iv. The council to facilitate the lobbing of the increment of more funds for the District Health office.
v. CDF to consider the procurement of motorbikes for EPI.
vi. The Local Authority to consider the motivation of CBVs in the community.

Conclusion

Nkeyema District Health office was committed to improve health care standard of Nkeyema people by offering quality services with the resource available but also needed more support to achieve that goal. Generally, the picture was good though more improvements were expected on the years to come. The office would remain thankful to the council for their unprecedented support.

PWDRE.83.08.25: LIVELIHOOD EMPOWERMENT SUPPORT SCHEME

i. Girls' Education and Women's Empowerment and Livelihoods (GEWEL 2.0 Human Capital) - Supporting Women Livelihood (SWL) Project

The District Community Development Officer reported that, the Supporting Women's Livelihoods for Climate-Smart Productive Inclusion (SWL) is a Cash Plus initiative implemented by the Department of Community Development. The SWL component was being implemented in Nkeyema District under phase 8.

Identification and selection of SWL beneficiaries was conducted using the following 3-stage targeting approach;

ii. **Identification of potential beneficiaries:**

The CWAC selection process and the preliminary identification of potential beneficiaries was done using the Social Cash Transfer Management Information System at the Ministry of Community Development and Social Services Headquarters. This was done by filtering out all women who were on the SCT database**.**

iii. Household roster updating

MCDSS Head Quarters had prepared a list of all SCT households (and their deputies, if relevant) in the following selected CWACs from the SCT MIS dataset:

Ward	**CWAC**	**No. of HHs**
Shishamba	Kalapu	61
Munkuye	Kandende Central	42
Namilangi	Kankwanda	153
Buloto	Kawisha	61
Shishamba	loloma	117
Lombelombe	Lombelombe	52
Buloto	Miowa	69
Shishamba	Mukandamin	89
Litoya	Mukosela	85
Munkuye	Mukulowatunguni	44
Shimano	Nalumino mundia	111
Litoya	Nkeyema south	165
Munkuye	Ntuba	52
Litoya	Shamamano	82

Shishamba	Shunguwaenda	54
Lombelombe	Tukongote A	107
Total	16	1,344

The District Community Development Offices had facilitated the mobilization of all the SCT households from the above CWACs from 22nd July 2025 to 4th August 2025.

During the household roaster, the Officers had captured and uploaded all the relevant details for the household members for each SCT household using the tablets.

Self-registration of identified households:
It was explained that Community Sensitization alongside with Self- registration was conducted form 12th August 2025 to 21st August 2025. During this exercise, eligible women were subjected to simple questions that authenticated their identity and also verified their categorical criteria status as well as their willingness to be on the SWL program. The women also verified if their household was on SCT and who was the head of the same household.

Using a tablet programmed with the self-registration form with a preloaded list of eligible, the Officers registered the households.

All the households who would meet the categorical criteria would be populated onto the list of the women who would be considered as beneficiaries for the SWL program.

PWDRE.84.08.25: VILLAGE BANKING

The District Community Development Officer reported that the 20 beneficiaries of Namilangi Sub Centre had completed their Village Banking Cycle at 100% Loan Repayment.

The table below contains Nkeyema District Village Bank status as at 21st August, 2025.

BENEFICIARY CENTRE	AMOUNT DISBURSED (K,000)	NO. OF BENEFICIARIES	LOAN REPAYMENT		
			EXPECTED (K,000)	ACTUAL (K,000)	SAVINGS (K,000)
Namilangi	K30,000	20	36,000	36,000	4,187
TOTAL	**K30,000**	**20**	**36,000**	**36000**	**4,187**

The report was **NOTED.**

PWDRE.85.08.25: FOOD SECURITY PACK PROGRAMME

2024/ 2025 FSP Traditional Wetlands Cropping Sub-Programme

The community development officer reported that the following activities were conducted during the period June 2025 to August 2025:

1. **Verification and replacement of beneficiaries**

The table below contains a total of 133 beneficiaries which was rejected from a list of 700 FSP Traditional Wetlands beneficiary households during the verification exercise:

S/N	Ward	CWAC	No. HHs	No, Rejected	Reasons for Rejection				No. of Replacements	Total No, Of HHs
					Default	On FISP	Deceased	Relocated		
1	Nkeyema	Kamakokwa	175	18	0	18	0	0	60	217
2	Munkuye	Kabombwa	90	2	0	2	0	0	2	90

3	Nkeyema	Kalale	112	63	46	17	0	0	1	50
4	Lombe Lombe	Namamono	85	2	0	2	0	0	47	130
5	Litoya	Jikuyu	125	35	21	13	0	1	7	97
6	Litoya	Njonjolo	113	13	1	11	1	0	16	116
	Total		700	133	68	63	1	1	133	700

2. **Training in best agronomical practices**

Training of Traditional Wetlands Beneficiary Households in Agronomical Best Practices from 07th August, 2025 to 11th August, 2025. The training targeted 700 participants of which an over target of 700 was achieved. Crops covered were Maize, Tomato, Cabbage and Rape.

3. **Distribution of Farming Inputs**

Nkeyema District had flagged off the distribution of Farming Inputs for the 2025/2026 Traditional Wetlands cropping program using the FSPMIS on 15th August, 2025.

- The inputs were delivered to the identified 700 Beneficiary Households who duly signed on the printed Goods Issue Notes (GINs) and the beneficiary Registers for the 2024/2025 FSP Traditional Wetlands Cropping Programme.
- The GINs were Successfully Generated and Farming Inputs were redeemed using the FSPMIS system.

The matter was **NOTED.**

PWDRE.86.08.25: AGRIBUSINESS AND MARKETING

The Fisheries and Livestock Coordinator reported for the information of Committee that the Ministry through Madison Insurance had been able to make Insurance payouts to about 7000 of the 10000 farmers affected by the drought in the

2023/2024 farming season. This represented 70% of the total beneficiaries to be paid out. Each farmer was receiving K 2300.

The Sustainable Agriculture Finance Facility had approved 108 farmers in the District since inception as indicated in the table below:

SAFF Performance

BANK	**YEAR**	**COMPONENT**	**CROPS**
INDO ZAMBIA	2023	CROPS	9
	2024	CROPS	91
	2025	IRRIGATION	8
		MECHANISATION	1
NATSAVE	2024	CROPS	8
TOTAL			**118**

2024/2025 FRA Grain Purchases Status (as at 14/08/2025)

s/n	**Deport Name**	**Ward**	**Purchases (×50 Kg bags)**
1	Shimano	Shimano	16657
2	Mawilo	Mawilo	10835
3	Mimpongo	Shishamba	8093
4	TBZ Nkeyema	Nkeyema	25849
5	Kanchale	Lombelombe	19339
6	Lombelombe	Lombelombe	15885
7	Njonjolo	Litoya	7950
8	Mushakashela	Litoya	12468
9	Shilumbilo	Litoya	9316
10	Kamakokwa	Kalale	8421

11	Kabilulwe	Lombelombe	12760
12	Nakuyuwa	Nkeyema	9958
13	Munkuye	Munkuye	4300
Total Purchases			**161831**
8091.55 MT			

PWDRE.87.08.25: THE MECHANIZE 360 PROJECT

The District Agricultural Coordinator reported for the information of Committee that the project had aimed at increasing production and productivity through the provision of accessible mechanized equipment. These were available through Ministry of Agriculture at the Farmer Training Centre (FTC). During the 2025/2025 farming season, the following services were provided:

Service	**Quantity**	**Remarks**	**Action needed**
Ploughing	21 Ha		More sensitization, advertise the service/s
Spraying			
Fertilizer application			
Planting			
Ripping	0		
Shelling	1211×50 Kg bags		
Ridging	1 Ha		
Bed making	0	Farmers still ignorant of the service	

Haulage	0	Very few clients aware of the service	
Equipment Hire	0	Few aware of the service	
Threshing	0	Farmers still hypnotized to manual threshing	
Training	0	Few aware of service	

1. **Agricultural Development (Farm Block and Resettlement Scheme)**

It was reported that Nkeyema District was blessed with Lombelombe Resettlement Scheme under the Department of Resettlement and Lombelombe farm Block under the Ministry of Agriculture. These are formidable large areas of arable land with a potential to substantially increase agricultural production in Nkeyema significantly. The farms in the blocks were mostly owned by retirees and other farming enlightened individuals. Unfortunately, production on these farms was extremely low and a good number were dormant. To make matters worse, some traditional leaders have taken advantage to sell farms within the farm locks.

There was need to reorganize these farms and put meaningful investments (both capital and policy). The farm blocks had a huge potential to transform Nkeyema significantly and increase substantially its contribution to National GDP.

The matter was **NOTED.**

PWDRE.88.08.25: CAMP HOUSES AND OFFICES

The District Agricultural Coordinator reported for the information of Committee that the district had a total of 17 Agricultural Camps. The strategy was to bring extension and

advisory services to the farming communities. The current status was that only one camp house undergoing rehabilitation exists in the District. Members heard that as a result, all agricultural assistants were not living in the camps but renting in TBZ, Munkuye and Mawilo areas. The farmers were not enjoying the full benefits of Government extension services.

The District Agricultural Office was renting in a poor shop with bad floors and heavily leaking during the rainy season. Valuable documents and equipment face the risk of damage. There was serious need to consider construction of camp Houses and an Office for Agriculture in the District.

The report was **NOTED.**

PWDRE.89.08.25: FOREST PROTECTION AND MANAGEMENT

The District Agricultural Coordinator reported for the information of the committee that under forest protection and management the following activities were implemented:

Blitz patrols in Mufunta game management area

- To safeguard forest ecosystem services in the district, the Nkeyema forestry office partnered with the Kaoma and Nkeyema Department of National Parks and Wildlife to conduct joint patrols in the Mufunta Game Management Area on May 21–22, 2025.
- The operation was prompted by reports of individuals illegally harvesting timber in the GMA, despite their claims of possessing valid permits, documents, or a concession license from the Forestry Department.
- The two (2) suspects that were found failed to produce any form of documents, forest permits, and/or concession license for the forest operations being conducted.
- However, no one was found in the act of harvesting timber, but some logs of Guibourtia *coleosperma* was found at the loading bay (35 logs) and on a tractor trailer (7 logs) without the horse/tractor in Shekela Area under the developmental zone of the GMA.
- At least forty-two (42) logs of *Guibourtia coleosperma* (Rosewood/Muzauli) measuring 27m³ were seized. The two suspects that were arrested and will appear before the Kaoma Magistrate Court.

Table 1: Details of the two suspects.

S/N	Names of Suspect	Gender	Age	N.R.C. Number
01.	Nyambe Muzonda	Male	46 years	218282/71/1
02.	Maiba Sitali	Male	40 ears	-

During routine checkpoint operations, authorities confiscated **13** bags of charcoal at the Tate Yoyo checkpoint that were being transported to Lusaka.

Boundary clearing and maintenance in Shishamba Local forest

It was reported that Nkeyema Forestry Office, in partnership with JTI Leaf Zambia, had initiated a boundary-clearing project for Shishamba Forest Reserve.

Further added that such activity ran for one month, from June 9th to July 9th, 2025, employing thirty **(30)** local community members as casual workers for the implementation and coming from all the nine **(9)** area adjacent to the protected area.

PWDRE.90.08.25 FOREST EXTENSION, PUBLICITY AND COLLABORATIONS.

The District Forestry Officer reported that Forest extension publicity and collaboration were efforts made to disseminate the knowledge of forest with stakeholders and communities. This was reported as a help in raising awareness to the public about the importance of forests, forest conservation and sustainable forest management.

Members heard that under forest extension, publicity and collaborations the following activities were implemented:

Meeting with the Agronomy manager for by Leaf Tobacco Company

i. Nkeyema forestry office had conducted a visit to Buy Leaf Tobacco Company (BLTC), a newly established tobacco company in the district.

ii. During the meeting with the Agronomy Manager, Dr. Mtonga Ezekiel, discussions centered on the company's plans for sustainable forest management. BLTC's contracted farmers currently use indigenous trees for

tobacco curing, but Dr. Mtonga had explained that the company was developing strategies for the sustainable harvesting of these tree species. These plans would later be shared with the forestry department.

Awareness meeting held at Shishamba Forest Reserve

The following were the forest reserve awareness measures.

- Forest extension provide technical guidance and capacity building to the local communities. Engaging local residents in boundary maintenance enhances conservation outcomes by ensuring sustainability and social equity.
- Participatory approach converts community members from potential threats into guardians of their forest environment.
- The implementing team first conducted community awareness meetings at Shishamba Forest Reserve prior to initiating the boundary clearing and maintenance operations.
- A total of 34 community members had attended the meeting that were held at Shishamba Local Forest. Of these, **28** were males and **6** were females.
- The objectives of the meeting were to educate nearby communities on the importance of forest boundary maintenance and clearing.
- Advise was given to residents living near the forest to protect their crops from potential fires during prescribed burning operations.
- To instruct casual workers on the appropriate timing for controlled burns to prevent uncontrolled wildfires.
- To instruct casual workers on the appropriate timing for controlled burns to prevent uncontrolled wildfires. Controlled burning was the deliberate use of fire under planned conditions such as weather, wind, and moisture to achieve specific forest management goals. It is a scientifically backed practice to maintain ecosystem health and reduce wildfire risks.

The information was **NOTED.**

PWDRE.91.08.25: PRODUCTION, TRADE AND REVENUE COLLECTION

The District Forestry Officer reported to the committee that under production, trade and revenue collection the following activities were implemented:

Forest Revenue Generation

A total of **ZMW 9,610.00** was collected as non-tax revenue during the reviewed quarter. See Table 2 for details.

Table 2: Revenue collection by forest products

Type of Products	**Unit Measure**	**NKEYEMA DISTRICT**		
		Qty	**Amount (ZMW)**	**Total Amount (ZMW)**
Timber conveyance - *Guibourtia coleosperma*	36.00/m³	160m³	36.00	5,760.00
Pole production	18.00/ poles	175 poles	18.00	3,150.00
Stools and Pounding mortars production	350.00/m³	2m³	350.00	700.00
Total (ZMW)				**9,610.00**

The report was **NOTED.**

PWDRE.92.08.25: FISHERIES AND LIVESTOCK EXTENSION ACTIVITIES

The District Fisheries and Livestock Coordinator reported for the information of the Committee that under livestock development, 20 extension farmer visits out of which 276 livestock farmers were offered technical advice on sustainable methods of producing and managing livestock through post-harvest pasture management, vaccination of improved village chickens against NCD, improved nutrition and the need to adopt climate smart techniques. The other implemented activity were 4 (four) trainings of 288 farmers in sustainable goat, rabbit, broiler and improved village chicken rearing.

Members heard that the Ministry under department of fisheries had managed to conduct 17 farmer extension visits and monitoring of 22 ZAEDP/CEEC funded projects out of which 14 farmers were offered technical advice on improved fish farming. The other conducted activity was a disease surveillance and no fish disease was recorded in the district during the surveillance.

It was explained that the Department of Veterinary Services (DVS) had vaccinated 110 chickens against Newcastle (NCD) and 13 dogs of complying dog owners against Rabies. Further, the district had recorded sporadic cases of Anaplasmosis, Babesiosis, Blackleg and Lumpy Skin Disease as scheduled disease resulting in some mortalities especially due to Tick borne Diseases and Lumpy Skin. Nevertheless, farmers were offered technical advice on key disease control measures such as the importance of spraying cattle with Acaricides and timely

vaccinations. Meanwhile, the department of Veterinary services also had managed to collect a total of **ZMW 4, 162.00** through issuance of stock movement permits, meat inspections and slaughter permits.

Further, the Department of Fisheries and Livestock Marketing had conducted 1 sensitization meeting on livestock marketing attended by 126 farmers; monitoring and evaluation of fish and livestock farmers out of which 89 farmers were visited and lastly, 4 trainings were conducted on entrepreneurship which was attended by 60 farmers.

The report was **NOTED.**

SUMMARY OF ACTIVITIES

2.1 SUMMARY OF DEPARTMENTAL ACTIVITIES AND OUTPUTS FOR LIVESTOCK DEVELOPMENT

2.1.1 Trainings

Type of trainings conducted	Number of trainings	Camp	Number of farmers trained					Topics covered	Comment
			Female Adults	Male Adults	Female Youths	Male Youths	Total		
Sustainable Goat Rearing Village chicken Rearing	1	Mawilo	65	12	14	15	106	Improved Nutrition; housing; Disease identification & control.	Farmers appreciated and appealed to DLD to have more trainings with them in order to enhance production and productivity of their livestock.
Village chicken Rearing	1	TBZ	17	23	0	0	40	Improved Nutrition; housing; Disease identification & control; Livestock farming as a business.	Farmers appreciated and appealed to DLD to have more trainings with them in order to enhance production and productivity of their livestock.
Improved broiler Management	1	Mawilo	63	15	13	11	102	Improved Nutrition; housing; Disease identification & control; Livestock farming as a business.	Farmers appreciated and appealed to DLD to have more trainings with them in order to enhance production and productivity of their livestock.
Improved Rabbit Production	1	TBZ	17	20	3	0	40	Improved Nutrition; housing; Disease identification &	Farmers appreciated and appealed to DLD to have more trainings with them

& Management								control; Livestock farming as a business.	in order to enhance production and productivity of their livestock.
Total			***128***	***27***	***27***	***26***	***288***		

2.1.2 Extension Visits

Visits (Monitoring, Sensitization, etc.)	#	Camp	Objective of Visit	Targets	Number of farmers visited					Comment
					Female Adults	Male Adults	Female Youths	Male Youths	Total	
Farmer visits	20	Munkuye, TBZ, Namilangi and Shimano	For enhanced livestock production and productivity	20 extension visits; 250 farmers	75	88	46	67	276	During the visits, farmers were advised on sustainable method of producing and managing livestock.
Total					***75***	***88***	***46***	***67***	***276***	

Livestock Population

Camp	Cattle	Goats	Sheep	Pigs	Rabbits	Village chickens	Broilers	Layers	Guinea fowls	Quails	Ducks
District Total	**20,000**	**3,300**	**50**	**500**	**120**	**33, 000**	**600**				

NB: The livestock survey/census had to be funded in order to capture correct livestock figures in all the camps rather than depending o estimations.

This activity had to be funded for purposes of planning for enhanced livestock production and productivity.

SUMMARY OF DEPARTMENTAL ACTIVITIES AND OUTPUTS FOR FISHERIES AND LIVESTOCK MARKETING

S/N	Activity	Planned	Achieved	Attendance	Male	Female	Comment
1	Sensitization	1	1	126	58	68	Motivation talk at Munkuye secondary school on careers day

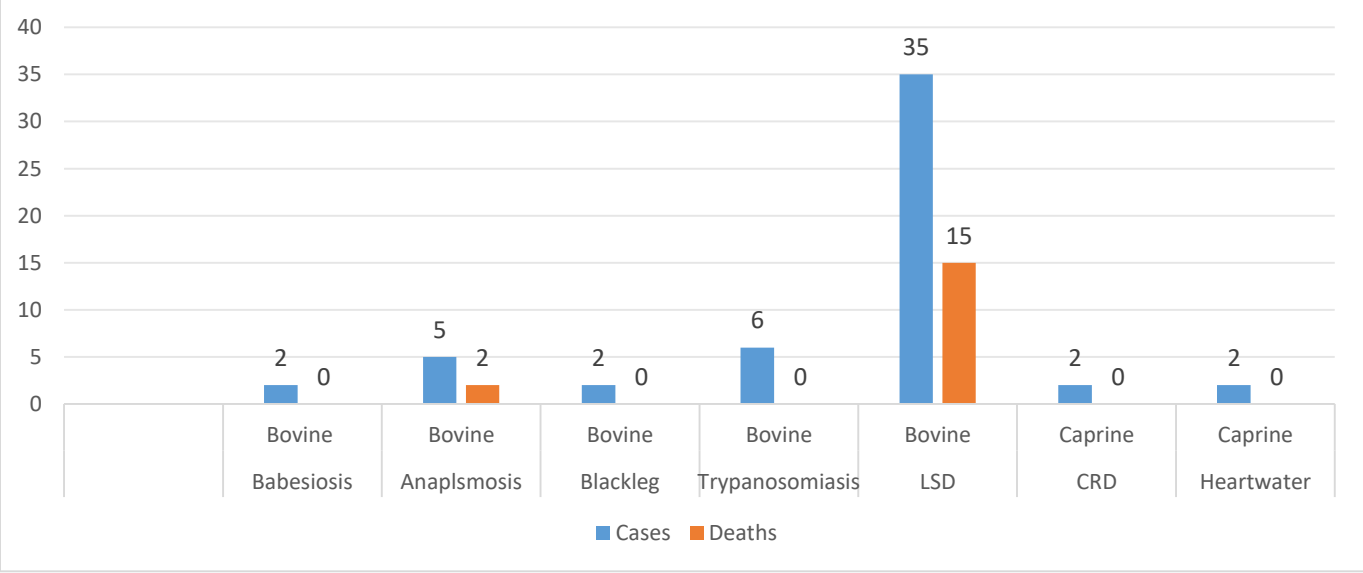
2	Monitoring	15	20	89	37	52	Monitored fish farmers and poultry farmers in the district.
3	Marketing Information	3	3	-	-	-	Achieved
4	Trainings	2	2	60	24	36	Trained 4 farmer groups in entrepreneurship in Mawilo and TBZ

The information was **NOTED.**

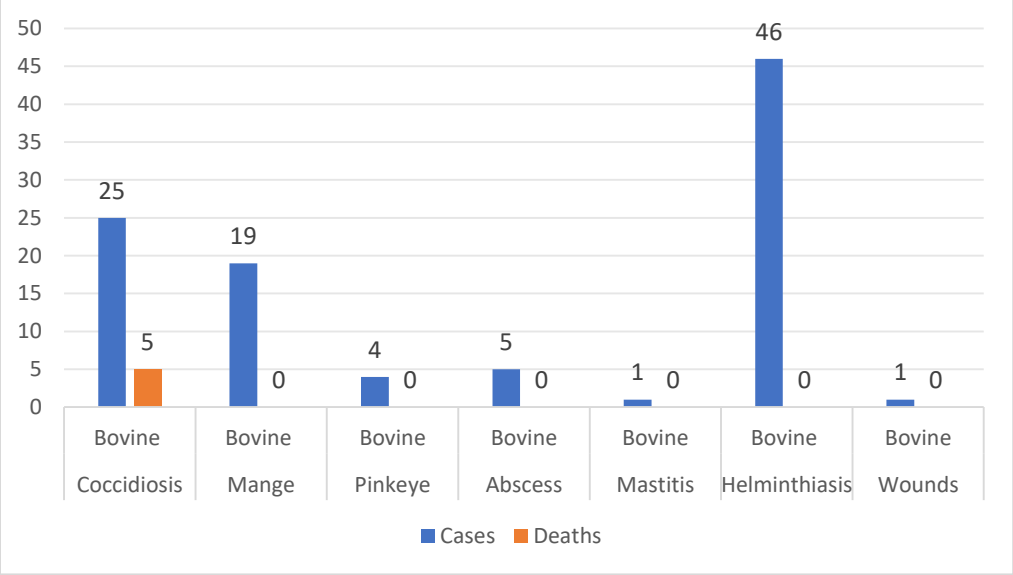
PWDRE.93.08.25: DISEASE SITUATION

The District Fisheries and Livestock Coordinator reported that the Babesiosis, Anaplasmosis and Heart water were the main scheduled diseases recorded. Blackleg and Lumpy skin were the other scheduled diseases recorded. Conversely, Coccidiosis, Mange and Helminthiasis were the main non-scheduled disease recorded as delineated in the charts below:

3.1 Scheduled Diseases



3.2 Non-Scheduled Diseases



3.3 Disease Routine Control Measures

He reported that the main disease control measures employed during the quarter were vaccinations and deworming as follows from willing livestock farmers as follows:

- 13 dogs vaccinated against Rabies;
- 110 chickens vaccinated against Newcastle;
- 7 cattle dewormed

The report was **NOTED.**

PWDRE.94.08.25: **INFRASTRUTURE**

The District Fisheries and Livestock Coordinator reported to the Committee that the Ministry of Fisheries and Livestock was missing cardinal infrastructure like office blocks, camp houses that were required for effective services delivery. The Ministry was currently renting a shop at Mukuye Cross and most of our camp staff did not have accommodation in the camps a situation which made it difficult for some to be found in the camps.

The table below contains the list of infrastructure needed.

Buildings Category	Target No.	No at start of quarter	New Completed Constructions	No. of Rehabilitations	No. Condemned	No. Occupied	No. Unoccupied	No. End of quarter	Shortfall
Office block	2	0	0	0	0	0	0	0	2
Camp House	5	0	0	0	0	0	0	0	5
Staff House	8	1	0	0	0	1	0	1	7
Store room	2	0	0	0	0	0	0	0	2
Totals	**17**	**1**	**0**	**0**	**0**	**1**	**0**	**1**	**16**

The matter was **NOTED.**

PWDRE.95.08.25: TRANSPORT

The District Fisheries and Livestock Coordinator the ministry of fisheries and livestock is facing a huge transport challenge and currently has no motor vehicle to conduct activities. The Ministry currently has 3 motor bikes. The Ministry currently in need of 5 new motor bikes and at least one Motor vehicle.

Challenges

The following were the challenges:

Lack of office space for officers both at District and camp level.

- Transport had remained a challenge as the Ministry in the District had no vehicles and very few motor bikes for field staff. Additionally, monitoring of field activities difficult due to lack of transport.
- Lack of staff housing in camps.
- No investment in Livestock Service Centers, Milk Collection Centre and Animal Breeding Centers.
- Low staffing levels in the District.

Recommendations

The following recommendations were made to the Committee:

- The ministry was under staffed and therefore there was need to have urgent replacements in positions which were vacant but members of staff had been transferred, retired and or died (this included frozen positions). Positions which urgent replacement included Livestock Assistants, Aquaculture assistants, Watchmen, General Workers, Office Orderlies, Drivers and Typists.
- There was need for Government to prioritise construction of an office block and staff house in camps.
- The Ministry should be given a new motor vehicle and motor bikes for extension staff.
- The District should consider sourcing for investments in Livestock Service Centres, Milk Collection Centre and Animal Breeding Centres.

CHAIRPERSON'S CLOSING REMARKS

The Chairperson thanked everyone for the fruitful deliberations. He observed that resolutions at Committee level were binding. The Chairperson urged management to improve in terms communication with Councillors especially with regard to the implementation of the calendar of meetings. He also observed that the devolved departments were not consistent in attending the standing Committee meetings and presenting their sector report a situation he referred to as unfortunate.

Thereafter, the meeting was declared was declared officially closed with a prayer offered by Councillor David Mbambe at 16:0 hours.

Signed this 26th Day of August 2025

COMMITTEE CHAIRPERSON

MINUTES OF THE AUDIT COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE ALONG MONGU – LUSAKA ROAD ON WEDNESDAY 27TH AUGUST, 2025 AT 09:00 HOURS

MEMBERS PRESENT

Webster Miyombo	-	Chairperson
Charles Mwanangombe	-	Member
Brian Namangolwa	-	Member
Zabangwa Minyoi	-	Member
Marvelous Nalubutu	-	Ex – Officio
Chitoti Rayford	-	Ex – Officio

OFFICERS IN ATTENDANCE

Kudakwashe Mutentwa	-	Council Advocate
Chola Kapembwa	-	Assistant Director of Engineering
Joseph Sichula	-	Chief Accountant
Ivy Samboko	-	Chief Administrative and Committee Officer
Mfula Nsofwa	-	Town Planner
Sivan Nyambe	-	Senior Procurement Officer
Mubita Simalumba	-	Systems Analyst
Sheilla Mboozi	-	Human Resource Officer
Deckster N. Sishekanu	-	Senior Legal Assistant
Namasiku Kufekisa	-	Assistant Internal Auditor
Namushi Muchezi **(Recorder)**	-	Committee Clerk
Vincent Njobvu	-	Administrative Officer

ABSENCE OF APOLOGY

Mukanwa Matauka	-	Member

CALL TO ORDER

The Chief Administrative and Committee Officer called the meeting to order at 11:00 hours.

OPENING PRAYER

The opening prayer was offered by the Chief Accountant Mr. Joseph Sichula.

NOTICE OF MEETING

Before the commencement of the meeting, the Chief Administrative and Committee Officer read the notice convening the meeting.

DECLARATION OF INTEREST

No declaration of interest was recorded during the meeting.

AUD.09.08.25: ELECTION OF COMMITTEE CHAIRPERSON

Upon a proposal by Councillor Charles Mwanangombe seconded by Councillor Brian Namangolwa,

It was;

RESOLVED THAT:

iii. Councillor Webster Miyombo be elected as the Chairperson for the newly reconstituted Audit Committee.

iv. Since there was no counter proposal, Councillor Webster Miyombo was declared as the duly elected Chairperson for the Audit Committee.

CHAIRPERSON'S OPENING REMARKS

The newly elected Committee Chairperson thanked the members for expressing trust in him by electing him as the Chairperson of the newly reconstituted Audit Committee. Meanwhile, He welcomed everyone present to the meeting and urged the members to be objective in their deliberations. Thereafter, he declared the meeting officially closed.

AUD.09.08.25: FAILURE TO DEPOSIT THE MONEY COLLECTED
Management control

The Internal Auditor reported to the Committee that the public Finance Management (General) Regulations, 2020. No. 128 (2) stated that: "***An office holder shall, where banking facilities do not exist, deposit the revenue at the nearest bank to the station, at least twice every month or as the Secretary to the Treasury may determine".***

Findings

Description	**Amount (K)**
Total Revenue collected	75, 100
Total Amount Deposited	56, 450
Variance (Unbanked funds)	18, 650

He explained that an internal audit was conducted to review the revenue collected from plots and its corresponding deposits into the Council's Bank Account adding that the audit had revealed that the total revenue collected was K75, 100 while only K56, 450 was deposited resulting in an unexplained variance of 18, 650 indicating a breach in financial procedures.

Root Cause

Failure to follow financial regulations regarding prompt banking of public funds

Possible Risk

■Misappropriation of public funds

Recommendation

●members heard that Management was accordingly advised to take swift corrective action and strengthen revenue management controls. Strengthen internal controls by introducing cash control registers as well as banking schedules.

●it was also recommended to that Management through Finance department should ensure that the daily cash collection sheets were always brought to the audit unit for checking and a copy kept for verification purposes.

Management Response

"Management acknowledges the Internal Auditor's findings. However, Management through the Department of Finance – Revenue Section is currently conducting a reconciliation on the amount K18, 650.00."

Management action plans

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

#	Agreed management action	Position/designation directly responsible for implementation*	Implementation date
1	Management has introduced the Dove Billing System which is easy to reconcile with receipted amount	DF	ALEADY IMPLEMENTED

Current Status

Management response was noted, though the matter was still outstanding until the receipt indicating the variance was deposited to the bank was availed.

A discussion ensued and upon a proposal by Councillor Brian Namangolwa and duly seconded by Councillor Charles Mwangombe,

It was;

RESOLVED TO RECOMMEND THAT:

The once the reconciliation process was completed, the funds must be banked and proof be availed to the Auditor.

AUD.10.08.25: LACK OF MONITORING OF CASH FOR WORK PROJECTS

Management control - District Level

The Internal Auditor reported to the Committee that the Cash for Work Programme guidelines 6.0.0 stated that ***"whilst the Local Authorities would be expected to play an oversight role of the CFW programme during implementation, LAs and the DDMCs would undertake spot monitoring activities to ensure that the programme was running smoothly in their respective jurisdictions";***

He explained that the audit had revealed that the Local Authority had been making payments under cash for work programme without conducting adequate monitoring or verification of the work done. There was no evidence of site visits, progress reports or confirmation of task completion prior to disbursement of funds adding this compromised the credibility and accountability of the project and effectiveness of the programme.

Potential Risks

●Risk of paying beneficiaries for incomplete or unperformed works.
●Reduced transparency and erosion of public trust in government programmes.

Recommendations

Institute a mandatory verification process before any payment was made under cash for work programme and ensure monitoring visits are conducted and documented before disbursement.

Management Comments

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Current Status

The matter was still outstanding as management had not availed any documents like activity reports and progress reports to support the works done or performed works to the audit unit.

The matter was **NOTED.**

AUD.11.08.25: FAILURE TO MANAGE PUBLIC GOODS

Management Control
The Internal Auditor reported to the Committee that the Public procurement act of 2020 No. 82 (1) stated that ***"a procuring entity shall ensure that goods purchased are received, but shall not be used until taken on charge and as a basis for ensuring that all procured items are properly accounted for and put in proper use as intended by the procuring entity".***

Findings
Members heard that during the period under review, it was observed that goods procured under purchase order Nos. **1711-12, 1728, 1644** and **1731** amounting to **K336, 409** were not received and signed for by the stores officer as required, a situation described as contrary to standard procurement procedures and increased the risk of asset misappropriation.

Possible Risks
Fraud or Theft.

Recommendation
Management was advised to ensure that all deliveries were verified and acknowledged by the stores officer before acceptance.

Management response

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Current Status
The matter was still outstanding as management had not availed the signed Goods Received Note by the stores officer to the audit unit.

The above report was **NOTED.**

AUD.12.08.25: FAILURE TO APPOINT CONTRACT MANAGERS

The Internal Auditor report to the Committee that the Public Procurement Regulations of 2022 No. 213. (1) stated that ***"a Controlling Officer or Chief Executive Officer shall appoint a member of staff of the procuring entity as the contract manager for every contract awarded, except that where a contract is particularly large or complex, the Controlling Officer or Chief Executive Officer shall appoint a team of staff to manage the contract".***

Findings

During the period under review, it was observed that the institution failed to appoint contract managers for Eight (8) projects being undertaken by the Local Authority in accordance with the provisions of the public procurement Act and its regulations.

Possible Risks

■Poor contract implementation and oversight
■Lack of accountability in contract administration

Recommendation

Management should ensure that contract managers are appointed for all ongoing and future contracts as required by the public procurement regulations of 2022.

Management response

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Current Status

This matter was still outstanding as management had not submitted the list or names of project managers for these 8 projects to our unit.

Upon a proposal by Councillor Brian Namangolwa and duly seconded by Councillor Charles Namangolwa,

It was;

RESOLVED TO RECOMMEND THAT:

The list of contract managers to be availed to the Internal Auditor.

AUD.13.08.25: NON-SUBMISSION OF THE PROCUREMENT PLAN TO THE PROCUREMENT COMMITTEE FOR APPROVAL.

Management Control

The Public procurement act of 2020 No. 57 (2) stated that ***"a controlling officer or chief executive officer of a procuring entity shall prepare and submit an Annual Procurement Plan approved by a Procurement Committee to the Authority (Zambia public procurement Authority)".***

Findings

Contrary to the public procurement Act, the council did not present the procurement plan to the committee for approval before submitting to the Authority (Zambia public procurement Authority).

Possible Risks
■Non-compliance with ZPPA

Recommendation
Departments should finalize and submit their annual procurement plans to the procurement unit on time to ensure timely submission of the procurement plan to the procurement committee for approval before submitting to the authority (Zambia public procurement Authority).

Management response
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Current Status
The matter was still outstanding awaiting for the approved Annual Procurement Plan to be availed to the audit committee.

The report was **NOTED.**

AUD.14.08.25: QUESTIONABLE PAYMENT AMOUNTING TO K28, 700

Management Control
The Public procurement regulations No. 143. (1) States that a Procurement Unit shall, for the purposes of simplified bidding, request for written quotations from a shortlist of not less than three bidders.

Findings
During the period under review, it was observed that a payment amounting to K28, 700 was made without obtaining quotations, contrary to the provisions of the Public Procurement Act and internal procurement guidelines. This exposes the institution to risks of overpricing and non-compliance.

Possible Risks
■Overpayment due to lack of price comparison

Recommendation
Management is advised to ensure that all procurements are supported by at least three quotations as per regulatory requirements.

Management response
……
……

Current Status
This matter was still outstanding until management would attach the supporting quotation to this payment and availed to audit unit.

AUD.15.08.25: PAYMENT OUTSIDE CONTRACT PERIOD

The Internal Auditor reported that during the audit of payments made in the period under review, it was observed that payments amounting to K669, 655.91 were made to four (4) contractors on various dates for construction works. However, the said contracts had expired on 25th march 2025 and had not been renewed or extended at the time of payment.

Members heard that this contravened the provisions of the Public Procurement Act No. 8 of 2020, which required that all payments be made within a valid and enforceable contract period. The payments were therefore made without a valid legal basis, exposing the institution to risks of financial loss and non-compliance.

Possible Risks
■Non-compliance with Legal Requirements

Recommendations
Monitor contract expiry dates and plan for timely renewals or extensions.
Avoid making commitments outside the contract period.
Ensure contract addendums or extensions are approved before processing further payments.
Involve Legal or Procurement Units in cases of exceptions to ensure compliance.

Management response
……
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Current Status
The matter was still outstanding because management had not availed any written documents to show the renewal or extension of contracts to the audit unit for the said 4 projects.

The report was **NOTED.**

CHAIRPERSON CLOSING REAMRKS
The Chairperson thanked everyone for and fruitful deliberations and urged the Management to take note of the concerns from the members seriously. Thereafter, the meeting was declared officially

closed after a prayer offered by Councillor Brian Namangolwa at 12:56 hours.

Signed this 27th Day of August 2025

COMMITTEE CHAIRPERSON

MINUTES OF THE FINANCE, HUMAN RESOURCE AND GENERAL PURPOSES COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE ALONG MONGU – LUSAKA ROAD ON WEDNESDAY 27TH AUGUST, 2025 AT 09:00 HOURS

MEMBERS PRRESENT

Zabangwa Minyoi	-	Chairperson
Oscar Zeka	-	Member
David Mbambe	-	Member
Charles Mwanangombe	-	Member
Chitoti Rayford	-	Ex – Officio
Marvelous Nalubutu	-	Ex – Officio

OFFICERS IN ATTENDANCE

Sichula Joseph	-	Chief Accountant
Chola Kapembwa	-	Assistant Director of Engineering
Sivan Nyambe	-	Senior Procurement Officer
Deckster N. Sishekanu	-	Senior Legal Assistant
Mubita Simalumba	-	Systems Analyst
Mboozi Sheilla	-	Human Officer
Mfula Nsofwa	-	Town Planner
Aphius Kaputula	-	Public Relations Officer
Namushi Muchezi **(Recorder)**	-	Committee Clerk
Phumuzile Moyo	-	Stenographer

APOLOGY OF ABSENCE

Matauka Mukanwa	-	Member

CALL TO ORDER

The Human Resource Officer called the meeting to order at 10:38 hours.

OPENING PRAYER

The opening prayer was offered by Councillor David Mbambe.

NOTICE OF MEETING

Before the commencement of the meeting, the Human Resource Officer read the notice convening the meeting.

DECLARATION OF INTEREST

No declaration of interest was recorded during the meeting.

FHRGP.12.06.25: ELECTION OF COMMITTEE CHAIRPERSON

Upon a proposal by Councillor Oscar Zeka seconded by Councillor Charles Mwanangombe,

It was;

RESOLVED THAT:

v. Councillor Zabangwa Minyoi be elected as the Chairperson for the newly reconstituted Finance, Human Resource and General Purposes Committee.

vi. Since there was no counter proposal, Councillor Zabangwa Minyoi was declared as the duly elected Chairperson for the Finance, Human Resource and General Purposes Committee.

FHRGP.13.06.25: CHAIRPERSON'S OPENING REMARKS

The newly elected Committee Chairperson thanked the members for expressing trust in him by electing him as the Chairperson of the newly reconstituted Finance, Human Resource and General Purposes Committee.

Meanwhile, He welcomed everyone present to the meeting and urged the members to be objective in their deliberations. Thereafter, he declared the meeting officially closed.

FHRGP.14.06.25: 1.0 BUDGET PERFORMANCE FOR THE PERIOD 1st APRIL TO 31st JUNE 2025

The Director of Finance presented to the Committee the receipts and payments for the **Second Quarter of 2025** indicating how the Council had performed in terms of the actual revenue collected against the budget and the expenditure of the same versus the budget is as shown below:

1.1 REVENUE – 2025 BUDGET – 1st April to 30th June

The Estimated Revenue Budget for the period 1st April to 30th April 2025 was **K 20,777,155.00** with:

1. **K 534,593.00** representing **2.6%** of the budget from **local resources**.
2. **K 11,228,024.25** representing **54.0%** from **National Support** and,
3. **K 9,014,537.75** representing **43.4%** from **Constituency Development Fund**.

The actual collections for the period 1st April to 30th June 2025 amounted to **K17,033,810.24** representing **81.98%** of the budget which figure included:

1. **K481,279.10** representing **90%** of the quarters' budget from **Local Resources**.

2. **K9,347,402.93** being Government disbursements representing **83.25%** of the quarters' budget as **National Support** and,
3. **K 7,205,128.21** representing **79.9%** of the quarters' budget from **Constituency Development Fund (CDF)**.

Members heard that the overall collection efficiency on both locally generated funds and National Support was **81.98%** of the quarter budget. It was explained that the Cumulative overall collection efficiency on both locally generated funds and National Support for the year to date from 1 January to 30 June 2025 stood at **36.35%** of the Annual budget.

Table 1 showed an analysis of the actual Income in comparison with the approved budget for the period April to June 2025:

BUDGET PERFORMANCE FOR THE 3 MONTHS OF APRIL TO JUNE 2025. TABLE1

S/N	REVENUE TYPE	APRIL-JUNE FLEXED BUDGET	APRIL-JUNE ACTUAL	%	B/F FROM JAN-MAR	CUMULATIVE YEAR TO DATE	ANNUAL BUDGET	%	VARIANCE
1	OWNERS RATES	44,111.75	-	0	-	-	176,447.00	-	(176,447.00)
2	PERSONAL LEVY	5,118.75	7,852.00	153.397	1,020.00	8,872.00	20,475.00	43.3	(11,603.00)
3	FEES & CHARGES	323,737.50	25,424.00	7.9	750.00	26,174.00	1,294,950.00	2.0	(1,268,776.00)
4	LICENCES	6,162.50	1,800.00	29.2	2,000.00	3,800.00	24,650.00	15.4	(20,850.00)
5	LEVIES	35,312.50	56,936.00	161.2	81,220.00	138,156.00	141,250.00	97.8	(3,094.00)
6	PERMITS	39,200.00	43,265.00	110.4	25,750.00	69,015.00	156,800.00	44.0	(87,785.00)
7	CHARGES	68,450.00	54,450.00	79.5	2,000.00	56,450.00	273,800.00	20.6	(217,350.00)
8	OTHER INCOMES	12,500.00	291,552.10	2332.42	534,459.80	826,011.90	50,000.00	1652.0	776,011.90
	TOTAL LOCAL REVENUE	**534,593.00**	**481,279.10**	**90.0**	**647,199.80**	**1,128,478.90**	**2,138,372.00**	**52.8**	**(1,009,893.10)**
9	CDF	9,014,537.75	7,205,128.21	79.9	6,298,315.00	13,503,443.21	36,058,151.00	37.45	(22,554,707.79)
10	LGEF	2,939,499.75	1,671,593.52	56.9	2,603,813.88	4,275,407.40	11,757,999.00	36.36	(7,482,591.60)
11	GRANTS IN LIEU OF RATES	50,000.00	-	0.0	-	-	200,000.00	-	(200,000.00)
12	HEALTH SERVICES	501,013.00	371,927.01	74.2	250,111.34	622,038.35	2,004,052.00	31.04	(1,382,013.65)
13	CULTURAL AFFAIRS	430.25	-	0.0	-	-	1,721.00	-	(1,721.00)
14	COMMUNITY SPORTS	64,655.25	64,655.16	100.0	43,103.44	107,758.60	258,621.00	41.67	(150,862.40)
15	ARCHIVES GRANT	4,810.25	-	0.0	-	-	19,241.00	-	(19,241.00)
16	ROADS (RTSA) GRANT	800,146.75	1,000,000.00	125.0	-	1,000,000.00	3,200,587.00	31.24	(2,200,587.00)
17	AGRICULTURE SERVICES	136,500.00	328,320.55	240.5	-	328,320.55	546,000.00	60.13	(217,679.45)
18	FISHERIES & LIVESTOCK	121,540.00	82,630.17	68.0	165,358.84	247,989.01	486,160.00	51.01	(238,170.99)
19	CASH FOR WORK	4,447,075.75	5,792,336.38	130.3	3,110,031.27	8,902,367.65	17,788,303.00	50.05	(8,885,935.35)
20	COMMUNITY DEVELOPMENT	1,293.00		0.0	-	-	5,172.00	-	(5,172.00)
21	SOCIAL WELFARE	16,057.25		0.0	-	-	64,229.00	-	(64,229.00)
22	ZAMBIA DEVOLUTION SUPPORT PROGRAM-ZDSP	2,145,003.00		0.0	-	-	8,580,012.00	-	(8,580,012.00)
23	OTHER GRANTS	-	35,940.14	0.0	54,182.70	90,122.84		-	90,122.84
	TOTAL NATIONAL SUPPORT	**20,242,562.00**	**16,552,531.14**	**81.77**	**12,524,916.47**	**29,077,447.61**	**80,970,248.00**	**35.91**	**(51,892,800.39)**
	GRAND TOTAL-IMCOME	**20,777,155.00**	**17,033,810.24**	**81.98**	**13,172,116.27**	**30,205,926.51**	**83,108,620.00**	**36.35**	**(52,902,693.49)**

The detailed Receipts and Payments was attached to the report.

The report was **NOTED.**

FHRGP.15.06.25: EXPENDITURE- 2025 BUDGET 1st APRIL TO 30th JUNE 2025

The Director of Finance reported for the information of the Committee that the total approved expenditure budget for the period 1st April to 30st June 2025 was **K20,777,155** out of

which a sum of **K17,952,238.08 w**as spent during the period representing a performance of **86.4%.**

The Cumulative Overall Expenditure efficiency on both locally generated funds and National Support for the year to date from 1 January to 30 June 2025 stood at **43.22%** of the Annual budget.

Table 2 below shows an analysis of the actual expenditure in comparison with the approved budget for the period April to June 2025:

EXPENDITURE BUDGET PERFORMANCE FOR APRIL TO JUNE 2025 TABLE 2

S/N	EXPENDITURE TYPE	APRIL-JUNE FLEXED BUDGET	APRIL-JUNE ACTUAL	%	B/F FROM JAN-MAR	CUMULATIVE YEAR TO DATE	ANNUAL BUDGET	%	VARIANCE
1	CDF	9,014,537.75	7,826,701.69	86.8	6,692,417.24	14,519,118.93	36,058,151.00	40.27	(21,539,032.07)
2	LOCAL GOVERNANCE	444,331.50	293,765.51	66.1	210,717.73	504,483.24	1,777,326.00	28.4	(1,272,842.76)
3	IDP	580,277.75	402,919.46	69.4	264,995.18	667,914.64	2,321,111.00	28.8	(1,653,196.36)
4	ECONONIC & BUSINESS DEVELOPMENT	647,297.75	-	0.0	-	-	2,589,191.00	0.0	(2,589,191.00)
5	PUBLIC HEALTH & ENVIRONMENT PROTECTION	141,564.25	125,293.28	88.5	132,274.42	257,567.70	566,257.00	45.5	(308,689.30)
6	HOUSING & COMMUNITY AMENITIES	1,097,139.25	442,362.71	40.3	2,078,473.23	2,520,835.94	4,388,557.00	57.4	(1,867,721.06)
7	RECREATION , CULTURE & RELIGION	65,086.25	30,275.20	46.5	17,600.00	47,875.20	260,345.00	18.4	(212,469.80)
8	EDUCATION & SKILLS DEVELOPMENT	4,810.25		0.0	-	-	19,241.00	0.0	(19,241.00)
9	PUBLIC ORDER & SAFETY	399,408.75	194,913.59	48.8	233,375.91	428,289.50	1,597,635.00	26.8	(1,169,345.50)
10	MANAGEMENT & SUPPORT SERVICES	1,435,048.50	1,584,018.15	110.4	1,518,146.04	3,102,164.19	5,740,194.00	54.0	(2,638,029.81)
11	RESOURCE MOBILIZATION & MANAGEMENT	1,724,174.00	89,732.93	5.2	122,262.81	211,995.74	6,896,696.00	3.1	(6,684,700.26)
12	DISTRICT HEALTH SERVICES	501,013.00	362,308.92	72.3	252,072.89	614,381.81	2,004,052.00	30.7	(1,389,670.19)
13	AGRICULTURAL SERVICES	136,500.00	198,910.84	145.7	-	198,910.84	546,000.00	36.4	(347,089.16)
14	FISHERIES & LIVESTOCK	121,540.00	191,267.92	157.4	21,900.00	213,167.92	486,160.00	43.8	(272,992.08)
15	SOCIAL PROTECTION & COMMUNITY DEVELOPMENT	4,464,426.00	6,209,767.88	139.1	6,426,262.84	12,636,030.72	17,857,704.00	70.8	(5,221,673.28)
	GRAND TOTAL-IMCOME	**20,777,155.00**	**17,952,238.08**	**86.40**	**17,970,498.30**	**35,922,736.38**	**83,108,620.00**	**43.22**	**(47,185,883.62)**

The detailed receipts and payments was attached to the report.

The information was **NOTED.**

FHRGP.16.06.25: INVESTING IN BAR AND RESTAURANT BUSINESS

The Director of Finance reported for the decision of the Committee that following the approval by the Council and the registration of Nkeyema Trade Centre with PACRA, Management intended to invest in Bar and Restaurant. He added that an Adhoc Technical team was constituted to formulate the Business plan to assess viability of the Business idea. Members heard that the planned venture was proposed to be based at rented premises (Step in) situated along the Mongu- Lusaka road adding the venture would provide a leisure resort which would supply standard meals and beverages in a serene environment. Further, the Director of Finance explained that the venture would also provide conference facilities via marquee tents.

A discussion ensued and upon a proposal by Councillor Oscar Zeka by Councillor Charles Mwanangombe,

It was;

RESOLVED TO RECOMMEND THAT:

i. The recommendation to invest in Bar and Restaurant Business to be situated at a rented premises (Step in) be **DISAPPROVED.**

ii. The Local Authority should erect its own structures and run the Bar and Restaurant Business from there.

FHRGP.17.06.25: DEVELOPMENT OF MUFUNTA GAME MANAGEMENT AREA ON CULTURAL TOURISM

The Director of Finance reported for the information of the Committee that Nkeyema Town Council had approval and sent aside funds under the 2025 Budget from the Zambia Devolution Support Program to invest in the Local Economy Development revolving on cultural tourism. He added that the Management had since constituted an Adhoc Technical team to formulate the Business plan to assess viability of the projects.

The matter was **NOTED.**

FHRGP.18.06.25: NKEYEMA TOWN COUNCIL DEBT STOCK AS AT 30 JUNE 2025

The Director of Finance As at 1 January 2025, the Local Authority opened with a debt stock of **K1,970,233.38** and closed with a total of **K3,584,902.94** at 30th June 2025 as tabulated below:

DEBT and ARREARS		
Narration	OUTSTANDING AMOUNTS 1-Jan-2025 ZMW	OUTSTANDING AMOUNTS 30-Jun-2025 ZMW
PE'S	-	-
ZAMTEL	-	-
ZESCO	-	-
WATER	-	-
LEGAL COSTS	-	-
NAPSA ARREARS	151,422.68	399,896.80
NAPSA ARREARS - PENALTIES	-	807,936.36
LASF ARREARS	-	-
LASF ARREARS - PENALTIES	5,957.18	10,768.84
OTHER PENSION ARREARS -MADISON	-	-
OTHER PENSIONS ARREARS - PENALTIES -MADISON		
OTHER PENSION ARREARS -NHIMA	26,778.30	84,001.82
OTHER PENSIONS ARREARS - PENALTIES -NHIMA	-	-
OTHER PENSIONS ARREARS - PENALTIES		
ZRA PAYE	1,786,075.22	2,098,181.53
ZRA - PENALTIES	-	184,117.59
GOODS & SERVICES	-	-
CAPITAL	-	-
Total	**1,970,233.38**	**3,584,902.94**

It was further reported that the increase in the debt stock was attributed to the limited revenue base and the significant increase in the wage bill arising from the staff salary increment in 2024 and 2025, Councilors allowances and the increase in the number of staff.

The report was **NOTED.**

FHRGP.18.06.25: INSURANCE COVER VALIDITY UPDATE FOR NKEYEMA TOWN COUNCIL

The Chief Administrative and Committee Officer reported for the information of the Committee on the update of the insurance cover for the Council vehicles as shown in the table below:

S/N	VEHICLE NAME	REGISTRATION NO.	INSURANCE DATE	EXPIRY DATE	COMMENT
1	Isuzu	GRZ 600 CR	16.07.2025	13.07.2026	Valid
2	Toyota Hilux	NKE 1	09.06.2025	08.06.2026	Valid
3	Motor Grader	UNREG	03.03.2025	02.03.2026	Valid
4	TLB	UNREG	13.08.2025		Under process
5	Toyota Hilux	ZRZ 129	-	-	expired Under payment process
6	Toyota Landcruiser	GRZ 141 DA	10.05.2023	31.03.2024	Expired under process
7	Nissan Patrol	BAE 49	30.09.2024	30.09.2025	Valid
8	Roller Compactor	UNREG	13.08.2025	-	Under process

The report was **NOTED.**

CHAIRPERSON CLOSING REAMRKS

The Chairperson thanked everyone for the fruitful deliberations and urged the Management to continue providing technical advice to standing Committees. Thereafter, the meeting was declared officially closed after a prayer offered by Mr. Joseph Sichula at 13:21 hours.

Signed this 27th Day of August 2025

COMMITTEE CHAIRPERSON