

SIKONGO TOWN COUNCIL

MINUTES OF THE PROCEEDINGS OF THE FIRST ORDINARY AND INAUGURAL MEETING OF THE COUNCIL FOR THE ENSUING 2021/2026 CIVIC TERM HELD IN THE CONFERENCE HALL, COUNCIL LODGE, SIKONGO ON TUESDAY 7TH SEPTEMBER, 2021 AT 10:00 HOURS.

COUNCILLORS PRESENT

Cllr. Kennedy Simbotwe		Chairperson
Cllr. Simushi Nasilele	Lubuta	Vice Chairperson
Cllr. Linowe Kakundu	Nengu	Ward
Cllr. Kaoyi Sitali	Ng'umbele	Ward
Cllr. Maswabi Steady	Natalui	Ward
Cllr. Noanga Kabeto	Liumena	Ward
Cllr. Nyambe Kachana	Lwambi	Ward
Cllr. Mutti Mutti	Mwenyi	Ward
Cllr. Sitali Simangolwa	Lueti	Ward
Cllr. Likezo Kanunga	Tuuwa	Ward
Cllr. Namasiku Kahilu	Mutala	Ward
Cllr. Namakando Linyunga	Maala	Ward
Cllr. Kakula Muunga	Licha	Ward
Cllr. Shwana Likomwiso	Malamo	Ward
Cllr. Kahonge Mbanga	Lumbamba	Ward
Cllr. Namakando Simasiku	Chief Lwambo	
Cllr. Patrick Susiku Like	Chief Chumbula	

IN ATTENDANCE

Hon. Simushi Mayungo	Member of Parliament	Sikongo Constituency
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OFFICERS IN ATTENDANCE

Mr. Julius Katuka	Council Secretary
Mr. Choolwe Masilani	District Planning Officer
Mr. Mathews Sichalwe	District Fisheries and Livestock Coordinator
Mr. Banda Chikumbuso	Deputy Director of Works
Ms. Susan Samulela	Public Relations Officer
Mr. Cleo Mpolomoka	District Works Supervisor
Mr. Sam Simusandu	Agricultural Officer
Mr. Ivess Willima	Officer in Charge (OP)
Mr. Kim Masambo	Officer in Charge (Police)
Ms. Sindwa Nganga	Community Development Officer
Mr. Njapau Lihusha	Roads Foreman
Mr. Chali Phiri	Office of the President
Mr. Lilato Mwitha	Deputy Council Treasurer
Mr. Masamo Kasanda	Office of the President
Mr. Hills Ndawa	Assistant Civil Engineer
Mr. Martin Mubiana	Accounts Officer
Mrs. Precious Chama	Internal Auditor
Mr. Steward Mutinta	Internal Auditor
Mr. Simpasa Daniel	Health Inspector
Mr. Obby Hangoma	Water and Sanitation Coordinator
Mr. Ngulube Misael	District Fisheries Officer
Mr. Keith Sitambwaza	Clerical Officer
Mr. Andrew Banda	Officer in Charge (ZRA)
Mr. George Kazembe	Immigration Officer
Mr. Nayoto Mwangala	Teacher
Mr. Namate Nyambe	Teacher

Ms. Lilian Ikachana

Professional Assistant (NAZ)

Mr. Maximillian Siyuni

Assistant Committee Clerk

NATIONAL ANTHEM

Prior to the commencement of the meeting, the national anthem was sung, and Mr. Mutata Jerry led those present into prayer.

STC/001/09/21

NOTICE OF MEETING

The notice convening the meeting was read out in accordance with section **15** third schedule section 2 (1) of the Local Government Act Cap **281**, No. 2 of 2019 of the Laws of Zambia as read with standing order no. **6** by the Council Secretary, Mr. Julius Katuka and the meeting was called to order at **10:19** hours.

STC/002/09/21

ELECTION OF THE DEPUTY COUNCIL CHAIRPERSON

The Council Secretary who was the Returning Officer in the election of the Deputy Council Chairperson reported that pursuant to section 10 (b) (i) of the Local Government Act Cap. 281, No. 2 of 2019 and in line with the Ministry of Local Government circular no. **MLG/64/9/4** announced that there were only three (3) valid nominations received at the close of nominations for the election of the Deputy Council Chairperson for the ensuing two and half years of the 2021/2026 civic term. The following were the aspiring Councillors; Nasilele Simushi of Lubuta Ward, Noanga Kabeto of Liumena Ward and Linowe Kakundu of Nengu Ward respectively.

A total of sixteen (16) ballot papers were distributed to all the voting Councillors with an exclusion of the Council Chairperson who was presiding over the meeting. The counting of results was as follows;

Councillor Simushi Nasilele Scooped eight (08) Votes

Councillor Noanga Kabeto scooped five (05) votes

Councillor Linowe Kakundu scooped three (03) votes

Therefore, the Returning Officer declared **Councillor Simushi Nasilele of Lubuta ward** as duly elected Deputy Council Chairperson for Sikongo Town Council for the next two and half years of the 2021/2026 civil term.

STC/003/09/21

RECEIPT OF THE MAYORAL MINUTE OF THE PREVIOUS COUNCIL

The Council Secretary presented the mayoral minute of the previous Council and highlighted the services that were carried out during the tenure of office of the previous council. The mayoral minutes highlighted the following;

After due consideration, on a proposal by Councillor Namasiku Kahilu and duly seconded by Councillor Linowe Kakundu It was;

RESOLVED

That the mayoral minutes of the previous Council presented to the Council be accepted as reported.

STC/004/09/21

**COUNCIL CHAIRPERSON'S INAUGURAL SPEECH
TO THE COUNCIL**

The Council Chairperson gave his maiden speech to the Council and highlighted the following among other priority area of focus during the tenure of his office;

The Council would focus on land development in order to increase the revenue base of the council. In the same vein, the Council would foster and strengthen the already existing revenue bases for livestock and other commodities going out of the district. It was emphasized that the focus would be to improve service provision in all sectors and actualize development in the district.

It was **NOTED**

REPORT OF THE COUNCIL SECRETARY

STC/005/09/21

**COMPOSITION OF THE COUNCIL SUB
COMMITTEES FOR THE ENSUING TWO AND
HALF YEARS OF 2021/2026 CIVIC TERM**

The Council Secretary reported that the Council in accordance with the provisions of the law as guided under section 34(1) of the standing orders and pursuant to section 15 third schedule section 10 (1) of the Local Government Act Cap 281. It was required that the Council constitute the three committees functioning under Sikongo Town Council namely; Plans, Works, Development, Real Estate and Social Services (PWDRESS), Finance, Human Resource and General Purposes Committee (FHRGP) and the Audit Committees. It was further reported that in order to balance

the departments reporting to the committees, management proposed that the education sector, social welfare and community development to be reporting to the Finance, Human Resource and General Purposes Committee so as to avoid crowding the PWDRESS. It was therefore, established that the Councillors would belong to the following committees:

PLANS, WORKS, DEVELOPMENT, REAL ESTATE AND SOCIAL SERVICES COMMITTEE

S/N	NAME	WARD
1.	Namasiku Kahilu	Mutala
2.	Nyambe Kachana	Lwambi
3.	Namakando Linyunga	Maala
4.	Kahonge Mbanga	Lumbamba
5.	Patrick Susiku Like	Chief Chumbula

FINANCE, HUMAN RESOURCE AND GENERAL PURPOSES COMMITTEE

S/N	NAME	WARD
1.	Noanga Kabeto	Liumena
2.	Kakula Gift Muunga	Licha

3.	Sitali SImangolwa	Lueti
4.	Mutti Mutti	Mwenyi
5.	Namakando Simasiku	Chief Lwambo

AUDIT COMMITTEE

S/N	NAME	WARD
1.	Likezo Kanunga	Tuuwa
2.	Linowe Kakundu	Nengu
3.	Maswabi Steady	Natalui
4.	Shwana Likomwiso	Malamo
5.	Kaoyi Sitali Most	Ng'umbele

After lengthy deliberations, on a proposal by Councillor Namasiku Kahilu and duly Seconded by Councillor Noanga Kabeto. It was;

RESOLVED

That the composition of the Council Sub Committees for the ensuing two and half years of 2021/2026 civic term be approved.

STC/006/09/21

PROPOSED CALENDAR OF MEETINGS FOR THE ENSUING 2021/2022 CIVIC YEAR

The Council Secretary presented the calendar of meetings for the ensuing 2021/2022 civic year for approval by the

Council. It was however, explained to the newly elected councillors that the dates were tentative and subject to change when ever need may arise. The copy of the calendar of meetings was attached for ease of reference.

It was unanimously approved.

STC/007/09/21

**NOMINATION OF COUNCILLORS TO SIT ON THE
CONSTITUENCY DEVELOPMENT FUND
COMMITTEE**

The Council Secretary reported that the Ministry of Local Government working together with the office of the Member of Parliament would be requesting the Council to submit two names of Councillors nominated by the Council to sit on Constituency Development Committee. Therefore, it was reported that in order for the Council to save resources, it was prudent to carry out that activity at this forum to avoid delays since the next Council was scheduled to sit in December 2021 according to the calendar of meetings. Therefore, the Council elected (two) 2 Councillors to sit on the committee.

After a lengthy deliberation, and on a proposal by Councillor Likezo Kanunga and duly seconded by Councillor Kahonge Mbanga. It was;

RESOLVED

That Councillor Kabeto Noanga and Councillor Linowe Kakundu be elected to sit on the Constituency Development Committee.

CHAIRPERSON’S CLOSING REMARKS

In his closing remarks, the Council Chairperson expressed happiness with the choices the Councillors had made and to that effect, congratulated the elected Deputy Council Chairperson and members of the Constituency Development Committee. He emphasized the importance of the office of the Council Chairperson and the Deputy Council Chairperson and encouraged Councillors to cooperate for the enhancement of development in the district.

There not being any other business to transact, the meeting was declared closed at 11:40 hour with the National Anthem and a prayer led by Mr. Mutata Jerry, the Chaplain.

Council Chairperson.....

Date.....

SIKONGO TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANS, WORKS, DEVELOPMENT, REAL ESTATE AND SOCIAL SERVICES COMMITTEE MEETING HELD IN THE CONFERENCE HALL, COUNCIL LODGE, SIKONGO ON TUESDAY, 30TH NOVEMBER, 2021 AT 10:00HRS

COUNCILLORS PRESENT

Cllr. Namasiku Kahilu	Chairperson	Mutala Ward
Cllr. Namakando Linyunga	Member	Maala Ward
Cllr. Kahonge Mbanga	Member	Lumbamba Ward
Cllr. Kachana Nyambe	Member	Lwambi Ward
Cllr. Susiku Patrick Like	Member	Chief Chumbula
Cllr. Simushi Nasilele	Deputy Council Chairperson	Ex-Officio
Cllr. Kennedy Simbotwe	Council Chairperson	Ex-Officio

OFFICERS IN ATTENDANCE

Mr. Katuka Julius	Council Secretary
Mr. Choolwe Masilani	District Planning Officer
Mr. Chikumbuso Banda	Director of Works
Dr. Chipoya Claude	District Health Director
Mr. Chisha Kelvin	District Treasurer
Mr. Mutinta Steward	Internal Auditor
Mr. Hangoma Obby	Rural Water Coordinator
Mr. Simpasa Daniel	Health Inspector
Mr. Mwangala Kabanda	Human Resource Officer
Mrs. Precious Chama	Internal Auditor
Mr. Ndawa Hills	Assistant Civil Engineer

Mr. Chulu Edgar
Mr. Mpolomoka Cleo
Mr. Siyuni Maximillian

Assistant Surveyor
Works Supervisor
Assistant Committee Clerk

OPENING PRAYER

Prior to the commencement of the meeting, those present were led into prayer by Mr. Mutinta Steward, the Internal Auditor.

PWDRESS/001/11/21

NOTICE OF MEETING

The notice convening the meeting was read in accordance with section 15, third schedule, section 2 (1) of the Local Government Act No. 2 of 2019 as read with standing order no. 6 by Mr. Katuka Julius, the Council Secretary at 10: 30 hours.

PWDRESS/002/11/21

ELECTION OF THE COMMITTEE CHAIRPERSON

Following the outcome of the 2021 general election held on Thursday 12th August, 2021 that saw the elections of new office bearers at local government level, the new Plans, Works, Development, Real Estate and Social Services committee was composed. Pursuant to standing orders for the ensuing 2021-2026 Civic term section 4 (1) as read together with section 15, third schedule, section 10 (1) of the Local Government Act Cap. 281 as amended of the Laws of Zambia. Therefore, the election of Chairperson of the Committee was held in accordance with Section 15, Third Schedule 11 (3) of the Local Government Act as follows; the committee composed of five electable members and two ex-officio. Therefore, upon a proposal by Councillor Namakando Linyunga and duly Seconded by Councillor Kachana Nyambe, and there not being any counter proposal. It was;

RESOLVED

That Councillor Namasiku Kahilu be elected as the Committee Chairperson for Plans, Works, Development, Real Estate and Social Services Committee for the ensuing 2021/2022 Civic Year.

PWDRESS/003/11/21

CHAIRPERSON’S OPENING REMARKS

The Committee Chairperson thanked the members for electing him as chairperson of the committee and asked for their cooperation in carrying out their mandate of deliberating on matters concerning the welfare of the people and the Town Council at large. He reiterated that it was their responsibility to ensure that the Council operates well and it was through the meetings where the sound decisions should be made. Therefore, he urged members to participate fully in the deliberations of the Committee.

REPORT OF THE DISTRICT PLANNING OFFICER TO THE PLANS, WORKS, DEVELOPMENT, REAL ESTATE AND SOCIAL SERVICES COMMITTEE MEETING HELD ON TUESDAY, 30TH NOVEMBER, 2021 AT 10:00 HOURS.

PWDRESS/004/11/21

DEMAND NOTICES FOR SIKONGO TOWN COUNCIL.

The District Planning Officer reported that the properties of the Council that were recommended to Ministry of Lands for processing of invitations to treat in the process of acquiring deeds of title have been received. It was therefore reported that the next step was to obtain an offer from the Ministry of Lands. Details of the said properties were tabulated in the table below;

No	Property Owner	Plot Number	Status
1	Sikongo Town Council	937	Commercial Area
2	Sikongo Town Council	12	Current Council offices
3	Sikongo Town Council	741	Bare Land near the Cordon Line
4	Sikongo Town Council	694	Council Lodge

The matter was **NOTED**

PWDRESS/005/11/21 RECOMMENDATION OF SUCCESSFUL PLOT APPLICANTS TO MINISTRY OF LANDS.

The District Planning Officer reported that the applicants for the plots indicated in the table below had met the basic requirements set by the council for acquiring a plot. It was therefore reported that the applicants were recommended for consideration to Ministry of Lands for final approval.

S/N	APPLICANTS NAME	SEX	NRC NUMBER	LANDUSE	TYPE/ CLASS	PLOT NO
1	MBOLOLWA NYAMBE	F	315133/88/1	RESIDENTIAL	LOW COST	449
2	JANE KAFUTA	F	515089/67/1	RESIDENTIAL	LOW COST	362
3	BRIDGET KASHOLO	F	209238/84/1	RESIDENTIAL	LOW COST	645
4	SIKOSHI DANIEL SIMASIKU	M	208718/84/1	RESIDENTIAL	HIGH COST	1386
5	CLIFFORD SITAMULAHO	M	185209/21/1	RESIDENTIAL	LOW COST	442
7	MBOLOLWA NYAMBE	F	315133/88/1	RESIDENTIAL	MEDIUM COST	1420
8	MBAMBI ALFRED KAUMI	M	227368/84/1	RESIDENTIAL	LOW COST	650
9	BIEMBA KATIYE SHADRECK	M	185498/84/1	RESIDENTIAL	LOW COST	45
10	MILISHI MERCY	F	230880/81/1	RESIDENTIAL	LOW	348

					COST	
11	PRECIOUS ATANGA NAWA	F	331513/88/1	RESIDENTIAL	LOW COST	443
12	SIMASIKU SIMUSHI	M	147150/16/1	RESIDENTIAL	LOW COST	111
13	NASILELE NANCY	F	230861/84/1	RESIDENTIAL	LOW COST	48
14	KAFUTI KUBANGU	F	331173/88/1	RESIDENTIAL	LOW COST	588
16	NOWANGA NASILELE	F	104010/84/1	RESIDENTIAL	LOW COST	666
17	MUNDEYA KAMITONDO	M	175925/84/1	RESIDENTIAL	LOW COST	397
18	SINYAMAANA NYAMBE	F	315163/88/1	RESIDENTIAL	LOW COST	580
19	NYAMBE KATIYE	M	314814/88/1	RESIDENTIAL	LOW COST	666
20	KAPUI NAMUNJI	M	254922/84/1	RESIDENTIAL	LOW COST	382
21	ANAKENE NASILELE	M	313789/88/1	RESIDENTIAL	LOW COST	344
23	SIKAPA MASHAKO	M	206772/84/1	RESIDENTIAL	LOW COST	665
24	ULULI MULIKITA	M	269563/82/1	RESIDENTIAL	LOW COST	35
25	MUNDIA MUTUSO	M	195924/84/1	RESIDENTIAL	LOW COST	436
26	LIYENGU LIYENGU	M	320342/88/1	RESIDENTIAL	LOW COST	445
27	MERCY NALIKENA	F	331387/88/1	RESIDENTIAL	LOW COST	664
28	UNITED APOSTOLIC FAITH CHURCH	INSTITUTIONAL	CHURCH	INSTITUTIONAL	TYPE	687
29	MIRRIAM KAKOLI MWAKOI	F	316586/88/1	RESIDENTIAL	LOW COST	362
30	SITAKWA MUTENDA	M	236707/84/1	RESIDENTIAL	HIGH COST	17
31	NALIKENA NASILELE	M	232858/74/1	RESIDENTIAL	LOW COST	344
32	KATIYE KANYANGA	M	322932/88/1	RESIDENTIAL	LOW COST	378
33	NELLY NALUKUI MUSOKA	F	245093/84/1	RESIDENTIAL	LOW COST	586
34	MUSHE PELEKELO	M	238600/84/1	RESIDENTIAL	LOW COST	404

35	MUBITA MUBITA	M	181083/84/1	RESIDENTIAL	LOW COST	400
36	MUSHEKE SIMENDA	F	259200/84/1	RESIDENTIAL	LOW COST	406
37	SYDNEY KUFUKA	M	196485/84/1	RESIDENTIAL	LOW COST	667
38	MASILISO NASILELE	M	195924/84/1	RESIDENTIAL	LOW COST	1422
39	MWAKOI KAKOLI	M	227206/84/1	RESIDENTIAL	LOW COST	349
40	SITALI NYAMBE	F	142851/15/1	RESIDENTIAL	LOW COST	642
41	JANE KAPITO KASHWEKA	F	174571/84/1	RESIDENTIAL	LOW COST	399
42	MUNU LINYANDO	M	206348/84/1	RESIDENTIAL	LOW COST	355
43	NGENJO SITALI	F	100454/88/1	RESIDENTIAL	LOW COST	379
44	NASILELE NOSIKWANA	F	239414/18/1	RESIDENTIAL	MEDIUM COST	1422
45	NOSIKU MASIHU	F	256721/84/1	RESIDENTIAL	LOW COST	402
46	KASHWEKA NANJOBU	M	228554/84/1	RESIDENTIAL	LOW COST	405
47	MAKUWA SHWANA	M	200265/84/1	RESIDENTIAL	LOW COST	116
48	SIAMBO SONGISO	F	314788/88/1	RESIDENTIAL	LOW COST	385
49	KAMBANI NDHLOVU	M	356086/10/1	RESIDENTIAL	LOW COST	387
50	JEHOVAH S' WITNESS	INSTITUTIONAL	CHURCH	INSTITUTIONAL	TYPE	683
51	SIFAYA NAMENDA	M	187575/84/1	RESIDENTIAL	LOW COST	381
52	MUNUNGA SIMUSHI SIMASIKU	M	147150/16/1	RESIDENTIAL	MEDIUM COST	111
53	NAMUSHI MWIYA	M	263636/84/1	RESIDENTIAL	LOW COST	638
54	RAYVAN PUMULO PUMULO	M	101354/88/1	RESIDENTIAL	LOW COST	639
55	MUHUPULO MUBITA	M	316345/88/1	RESIDENTIAL	MEDIUM COST	660
56	MOBBY SITALI	M	217853/84/1	RESIDENTIAL	LOW COST	361

57	MULEYA SIMANGOLWA	F	120310/18/1	RESIDENTIAL	LOW COST	665
58	SILILO LINYUNGA	M	312053/88/1	RESIDENTIAL	LOW COST	584
59	NAMUSHI MUWANA	M	327413/11/1	RESIDENTIAL	HIGH COST	1131
60	NASILELE KOPANO	F	319762/88/1	RESIDENTIAL	LOW COST	657
61	CHARITY NDALA NGOMBE	F	314187/88/1	RESIDENTIAL	LOW COST	656
62	MWEENE MOKGADI	M	298238/76/1	RESIDENTIAL	LOW COST	388
63	SIITALI SITALI	M	220241/84/1	RESIDENTIAL	LOW COST	444
64	MWANGALA MAYUNGO	F	325575/88/1	RESIDENTIAL	LOW COST	371
65	PHANEWELL SITALI	M	331589/88/1	RESIDENTIAL	LOW COST	369
66	PONISO NYAMBE	M	219026/84/1	RESIDENTIAL	LOW COST	574
67	NAMUSHI SIIKUENDA	F	217813/84/1	RESIDENTIAL	LOW COST	576
68	NOMAI SIMUSHI	M	221106/82/1	RESIDENTIAL	HIGH COST	1157
69	NAMASIKU NOSIKU GEORGE	M	176834/84/1	RESIDENTIAL	LOW COST	363
70	MUBANGA MENDAI	F	314702/88/1	RESIDENTIAL	LOW COST	596
71	MAYABA HACHOONGO	F	288883/82/1	RESIDENTIAL	LOW COST	392
72	NAMANGOLWA NYAMBE	F	331041/88/1	RESIDENTIAL	LOW COST	359
73	CATHERINE BANDA	F	303109/68/1	RESIDENTIAL	HIGH COST	1425
74	KALUWA BBUNDA	M	321683/17/1	RESIDENTIAL	HIGH COST	1426
75	NAOMI KASHINJI	F	100925/88/1	RESIDENTIAL	LOW COST	594
76	KANYANGA LYONI	F	322730/88/1	RESIDENTIAL	LOW COST	595
77	DICE LISELI MUYOWE	F	176984/84/1	RESIDENTIAL	LOW COST	582
78	MIRRIAM SAKANGA	F	3331514/82/1	RESIDENTIAL	LOW COST	465

After length deliberations and on a proposal by Councillor Namakando Linyunga and duly seconded by Councillor Susiku Patrick Like. It was;

RECOMMENDED

That recommendation of successful plot applicants to Ministry of Lands be approved by the Council.

PWDRESS/006/11/21

CREATION OF RESIDENTIAL AND COMMERCIAL PLOTS -SIKONGO

The District Planning Officer reported that Management during its sitting resolved to create residential and commercial plots to be made available to the public on the open space of land adjacent to the Council offices going westward. It was reported that the open space of land could accommodate the following categories of plots, medium, high and commercial plots as was indicated in the district layout plan that was subjected for modification and final approval by the Provincial Planning Authority.

S/N	CATEGORY	SIZE	TOTAL NO	PROPOSED AMOUNT
1	High Cost	30x 50	30	5000
2	Medium Cost	20 x 30	48	3000
3	Commercial Plots Type 1	10 x12	122	3000
4	Commercial Plots Type 2	10 x30	5	6000

After length deliberations and on a proposal by Councillor Susiku Like Patrick and duly seconded by Councillor Kachana Nyambe. It was;

RECOMMENDED

That recommendation of creation of residential and commercial plots for the identified piece of land be approved by the Council.

PWDRESS/007/11/21

NUMBERING OF THE CREATED RESIDENTIAL AND COMMERCIAL PLOTS

The District Planning Officer reported that management was recommending for numbering of the created layout plan consisting of high-cost, medium cost and commercial plots of the identified piece of land situated adjacent to Sikongo Town Council Office Block. It was further reported that the numbered plots would then be advertised to the general public for acquisition.

After length deliberations and on a proposal by Councillor Kachana Nyambe and duly seconded by Councillor Namakando Linyunga. It was;

RECOMMENDED

That recommendation of numbering of the created residential and commercial plots be approved by the Council.

PWDRESS/008/11/21

WATER SUPPLY INFRASTRUCTURE DEVELOPMENT. (BOREHOLE DRILLING)

The District Planning Officer reported that Government through UNICEF-GRZ program allocated four (4) boreholes to Sikongo District under the Out -patient Therapeutic Program (OTP) for 2021 work plan. It was reported that the contractor China Ghansu Engineering Limited mobilized into the district in April 2021 and successfully drilled and equipped the said four hand pumps. It was also reported that the sites were pre- selected by the funding agency UNICEF.

S/N	WATER POINT NAME	WARD	LONG (WGS 84)	LAT (WGS 84)
1	Shanjengo OTC	Luimena	22.40560	-14.99578
2	Tuuwa RHC	Tuuwa	22.15944	-15.03584
3	Sikongo community OTC	Maala	22.15650	-15.81011
4	Kasha(Limbwata) OTC	Tuuwa	22.18243	-15.03330

The Matter was **NOTED**

PWDRESS/009/11/21 SANITATION AND HYGIENE PROMOTION - CONSTRUCTION OF SANITATION FACILITIES.

The District Planning Officer reported that the contractor for the construction of sanitation facilities in selected schools and Health Centres under the Transforming Rural Livelihoods in Western Zambia (TRLWZ) project; JEARMY ENTERPRISE LIMITED was slowly making progress on 6 sites which included Sikongo market, Sikongo Day Secondary School, Malondo Basic School, Ngombe Primary School, Tuuwa Basic School and Liundu basic schools. It was however reported that the contractor had not mobilized to all the sites and none of the facilities had been handed over to the beneficiaries. The table below indicated the progress recorded so far.

S/n	Name	Excavations	Sub-structure	Super-structure	Roofing	Finishes	Handed over
1.	Sikongo market	2	2	2	2	2	0
2.	Sikongo Day.	5	5	5	5	5	0
3	Malondo basic	4	4	4	4	4	0

4	Ngombe primary	4	4	4	4	4	0
5	Tuuwa basic	4	4	4	4	4	0
6	Liundu basic	4	4	0	0	0	0
7	Kaluwe RHC	No works	-	-	-	-	-
8	Lueti RHC	No works	-	-	-	-	-
9	Kaluwe basic	No works	-	-	-	-	-
10	Mwenyi Basic	No works	-	-	-	-	-
11	Lubuta basic	No works	-	-	-	-	-
12	Sikushi basic	No works	-	-	-	-	-

The Matter was **NOTED**

PWDRESS/010/11/21

CONDOM DISTRIBUTION PROGRAMME

The District Planning Officer reported that the Office conducted a condom distribution exercise and 11,808 pieces of male condoms were distributed in the third quarter of 2021 in the following distribution points; Ministry of Education, the Town Centre (market, bars, restaurants, barbershops, Salons, booths, lodges, and retail shops) the Council offices, Zambia Police, Immigration, Ministry of Agriculture and District Administration Offices.

The matter was **NOTED**

PWDRESS/011/11/21

COMMEMORATION OF NATIONAL EVENTS

The District Planning Officer reported that the District on 15th September 2021 joined the rest of the country to commemorate the National HIV/AIDS Testing, Counselling and Treatment (HTCT) Day Event. It was reported that the event was commemorated under the theme; **Take the HIV Test! Take Control!**

It was also reported that event was held at the market square and various Government Departments and the community came to the event. Furthermore, it was reported that HIV Testing Services (HTS) and Counselling was conducted considering the theme for this year; **‘Take the HIV Test! Take Control!’**

S/N	Total Number Tested	Sex		Results		
		Male	Female	Negatives	Positives	Indeterminate
1	64	25	38	63	0	1

The Matter was **NOTED**

PWDRESS/012/11/21

FOOD SAFETY AND QUALITY CONTROL

The District Planning Officer reported that in accordance with the Food Safety Act of 2019, the Public Health Act Cap 295 and the Liquor Licensing Act No 20 of 2011, during the months under review, the Public Health Section through the Planning Department conducted food inspections and premise inspections. Details of the findings were attached in the **appendix A** for ease of reference.

The Matter was **NOTED**

PWDRESS/013/11/21

WATER SAMPLING

The District Planning Officer reported that during the months under review, Sikongo Town Council collected water samples from various water points, namely council lodge, market borehole, civic centre, borehole located at DC's and police camp. It was reported that the water samples were taken to Lusaka food and drugs laboratories to ascertain water quality and results obtained from the Laboratory indicated that the water quality was within acceptable ranges for human consumption.

The Matter was **NOTED**

PWDRESS/014/11/21

MAKE ZAMBIA CLEAN, GREEN AND HEALTHY CAMPAIGN

The District Planning Officer reported that Sikongo Town Council had continued to spearhead the implementation of the Make Zambia Clean, Green and Healthy Campaign every last Friday of the month in the district. Activities undertaken during the period under review included disinfections, litter picking, Grass cutting and refuse collection.

It was reported that a total of about 14 tons of waste was collected in the months under review and monthly reports of activities performed were compiled and submitted to the Provincial Local Government Office for Western Province.

The matter was **NOTED**

PWDRESS/015/11/21

HEALTH PROMOTION AND EDUCATION

The District Planning Officer reported that the Public Health Section under the Planning Department in collaboration with Ministry of Health had continued to conduct health education in

trading premises and the general public on various public health matters in order to promote health and prevent communicable diseases in the District. It was also reported that sensitization to the Public on the spread and prevention of the Covid-19 pandemic had been done and was still on-going in order to increase the knowledge levels among traders and the general public.

S/N	AREA	TOPIC
1.	Market	Covid-19 public health guidelines and preventive measures and food safety
2.	Shops around the CBD	Covid-19 public health guidelines, preventive measures and food safety

The matter was **NOTED**

REPORT OF THE DIRECTOR OF WORKS TO THE PLANS, WORKS, DEVELOPMENT AND REAL ESTATE COMMITTEE MEETING HELD IN THE CONFERENCE HALL, COUNCIL LODGE, SIKONGO ON TUESDAY 30TH NOVEMBER, 2021.

PWDRESS/016/11/21

VIREMENT OF 2021 CAPITAL PROJECTS

The Director of Works reported that the council sought for authority to vary some of the projects from the 2021 approved budget. It was reported that authority had since been granted and commencement of the works for the desired projects would start as soon as the Council approved the ratification. The table below indicated the virement made.

VIREMENT FROM		VIREMENT TO	
Description(s)	Amount(ZMW)	Description(s)	Amount(ZMW)
Construction of 1x3 Semi-detached flats-2021	650,000.00	Completion of 1x3 Semi-detached flats-2020	50,000.00
Construction of 1x2 Semi-detached-Council Lodge	450,000.00	Construction of a Stores Office-Council Offices	500,000.00

After length deliberation on a proposal by Councillor Kachana Nyambe and duly seconded by Councillor Kahonge Mbanga. It was;

RECOMMENDED

That the virement of funds for 2021 approved capital projects as indicated above be approved by the Council.

PWDRESS/017/11/21

CONSTRUCTION OF A 1X3 SEMI-DETACHED HOUSING UNIT FLAT TENDER NO. STC/PU/W/25/08/19.

The Director of Works reported that the project sited above had stalled for a while now and no progress had since been made to complete the structure. It was reported that the project was awarded at contract sum of K493, 478.00 and K468, 804.10 had been spent on the project so far but the project still was not complete to the required Specifications.

It was reported that the delays were attributed to the high inflation resulting from the outbreak of COVID 19 where the cost of materials went high and the project funds were exhausted bringing the project to an end. It was also reported that after assessing the reasons given by the contractor for failing to complete the project to the required standards,

management sought authority for virement of funds from the 2021 capital project to complete the said project before commencing with the new projects and the authority had been granted. The Director of Works reported that the remaining works on the project included; completion of tiling, Completion of Plumbing Works, Completion of Ceiling Fitting, Painting, Carpentry and Joinery, External Works and fitting & finishes.

The matter was **NOTED**

PWDRESS/018/11/21

2019 CONSTITUENCY DEVELOPMENT FUND PROJECTS (2020 PROJECTS)

The Director of Works reported on the progress made on the 2019 CDF projects that only 2 projects were remaining to be completed as was indicated on **Appendix 1** attached for ease of reference.

The matter was **NOTED**

PWDRESS/019/11/21

2021 CONSTITUENCY DEVELOPMENT FUND PROJECTS (APPROVED).

The Director of Works reported that the minister approved the projects for Sikongo Constituency for the year 2021. It was further reported that the approval from the ministry had subsequently come with guidelines on how the projects would be executed to satisfactory levels. Find attached **Appendix 2** details as guided.

The Matter was **NOTED**

PWDRESS/020/11/21

CONSTITUENCY DEVELOPMENT FUND COMMITTEE FOR SIKONGO CONSTITUENCY.

The Director of Works reported that names for the CDF Committee members were submitted to the Ministry for approval and the Minister had since approved the submitted names. It was reported that the

Committee consisted of 12 part-time members that were appointed by the Minister and the list included the MP, DOW-Council, DPO-Council, DT-Council, 3 Councillor's, Chief representative and other community representatives from different walks of life. Details were attached as **Appendix 3** for ease of reference.

PWDRESS/021/11/21

TRACTOR REVISED HIRING RATES

The Director of Works reported that the Council Tractor had been under-performing in terms of raising revenue for the Council including its operating and maintenance costs.

Due to the same reasons, it was reported that in order to improve the operations of the trucker the fees and charges were revised to meet the operational costs therefore, authority was sought to revise the fees and charges in order for the tractor to sustain it-self in terms of Operations and Maintenance costs, as the table below indicated. The charges proposed were on two (2) different categories of Dry and Wet rate.

Dry Tank

DESCRIPTION	OLD CHARGE (ZMK)	NEW CHARGE (ZMK)	COMMENT(S)
HECTARE (Cultivation)	600	600	· Customer provides his own fuel for cultivation and transportation of the tractor to and from site
HIRING (Transportation)	300	300	· Customer provides their own fuel • Charge is for within every 10km

Wet Tank

DESCRIPTION	OLD CHARGE (ZMK)	NEW CHARGE (ZMK)	COMMENT(S)
HECTARE (Cultivation)	600	950	· Council provides fuel for cultivation and transportation of the tractor to and from site. Customer is charged for transportation to sites beyond 20km
HIRING (Transportation)	300	450	· Council provides fuel • Charge is for within every 10km

After length deliberations and on a proposal by Councillor Susiku Like Patrick and duly seconded by Councillor Namakando Linyunga. It was;

RECOMMENDED

That recommendation of the proposed fees and charges for the hiring of the tractor be approved by the Council.

PWDRESS/022/11/21 NEW INFRASTRUCTURE PROJECTS IN THE DISTRICT FUNDED BY GOVERNMENT OF THE REPUBLIC OF ZAMBIA

The Director of Works reported that works undertaken through the ministry of works and supply under the care of District Works Supervisor in Sikongo embarked on infrastructure development and the below showed detailed information of infrastructure development projects that commenced at the establishment of the district but have since stalled due to lack of funds.

Item	Activity Project type	Name of Contractor	Start Date	Approved Amounts(K)	Physical status	Remarks/Recommendations
1.	Construction of a Single Storey Office Block	Muco Trading Limited	January, 2015	6,886,367.05	Advanced stage with Roofing, plastering, fitting works.	Good works done but stalled since 2017.
2.	Construction of a Civic Centre and 2 no. High Cost Houses with associated external works.	Muco Trading Limited	January, 2017	6,049,618.80	At Slab Level	Stalled project, with Major defects developing on the floor slab which will need attention stalled since 2017
3.	Construction of 10 no. Medium cost houses and associated external works	Lilamono Shop and Hardware	January 2015	9,263,237.60	Internal/external Plastering complete and electrical fittings partially done	Contractor resumed works in October 2018 good works done so far and were stalled at the moment due to lack of funding.
4.	Construction of 20 no. Low cost Houses and associated external works	Kutambuka Enterprise Limited	January, 2015	9,503,553.60	5 no. roofed 7 no. at gable level, 2 no. at ring beam level and 6 no. at Slab level.	Good works done but Stalled since 2017
5.	Construction of a post office and associated external works.	Kutambuka Enterprise Limited	January, 2015	2,604,484.20	At ring beam level	Good works done but Stalled since 2016.

The matter was **NOTED**

**REPORT ON STALLED PROJECTS IN THE DISTRICT
FUNDED BY THE GOVERNMENT OF THE REPUBLIC OF
ZAMBIA**

The Director of Works reported that the district had old uncompleted projects that could be traced as far as 2009 that were funded by government directly through their respective line ministry but projects stalled would be of great help in service delivery if they were completed.

Item	Activity Project Name	Name of Contractor	Project Status	Approved Amount(K)	Recommendation	Started	Implementing Ministry	WARD
1.	Construction of Nakapungu Pri. Sch 1x2 CRB	Mungangakatu	Roofed with fittings in position	Lack information	Need completion	2012	Education	Lubuta
2.	Construction of Likaka Pri. Sch. 1x2 CRB	Lack Information	Roofed with fittings in position	Lack information	Need Completion	2012	Education	Lubuta
3.	Construction of Lumbamba Pri. Sch. 1x3 CRB	Twandi Building Contractors	At gable level awaiting roof structure	133,000.00	Need completion	Jan. 2014	Education	Lulang'unyi
4.	Construction of Nene Pri. Sch. 1x3 CRB	Lack information	Roofed with fittings in position	170,000.00	Need Completion	July 2009	Education	Maala
5.	Construction of Nene Pri. Sch. Staff House	Lack Information	At window level with door frames in position	100,000.00	Need completion	July 2011	Education	Maala
6.	Construction of Ngombe Pri. Sch. 1x3 CRB	Lack information	Roofed with fittings in position	180,000.00	Need Completion	Jan 2008	Education	Liumena
7.	Construction of 1x3 CRB at Lwahumba Pri. Sch	Need Information	Roofed with fittings in position	180,000.00	Need completion	Sep 2013	Education	Lulang'unyi
8.	Construction of a staff house for DHID in Sikongo	Lilamono shop & Hardware	Phase I at window level	81,000.00	Need Completion	June 2016	Health	Maala
9.	Construction of a staff house at Lwahumba Pri.	Nowanga Contractors	Remaining works fitting	100,000.00	Need completion	Sep 2013	Education	Lulang'unyi

	Sch.		glass pans, painting and iron monger					unyi
10.	Construction of 1x3 CRB at NgombePri. Sch.	Need Information	Need Painting	100,000.00	Works need to be completed	Jan 2009	Educatio n	Liumen a
11.	Construction of a staff house at NgombePri. Sch	Need Information	Need Painting	180,000.00	Works need to be completed	Jan 2008	Educatio n	Liumen a
12.	Construction of a staff house at NgombePri. Sch.	Need information	At Slab level	40,000.00	Need completion	Jan 2009	Educatio n	Liumen a

The Matter was **NOTED**

**PWDRESS/024/11/21 REPORT ON DILAPIDATED STRUCTURES THAT NEED TO BE
REHABILITATED IN THE DISTRICT**

The Director of Works reported through the Office of District Works Supervisor that there were some existing infrastructure in the district that were in dare need of rehabilitation even though they were occupied in their deplorable state by civil servants due challenges of accommodation in the district.

S/ N	Type of Structure	Current Status	Estimated cost	Recommendatio n	Location	Name of Ward	Institute/ Agency
1	1 x 2 Class room block	Dilapidated	K 40,000	Rehabilitation	Lubuta primary School.	Lubuta	Ministry of Educ
2	1no Class room block blown off roof.	Dilapidated	K 40,000	Rehabilitation	Lulang'uny i primary school	Lulang'uny i	Ministry of Educ
3	1no Class room block blown off roof.	Dilapidated	K 100,000	Rehabilitation	Ngombe primary school	Liumena	Ministry of Educ
4	1 x 3 Class room block	Dilapidated	K 240,000	Rehabilitation	Kaluwe primary school	Nengu	Ministry of Educ
5	3no Staff houses	Dilapidated	K 275,000	Rehabilitation	Sitapa primary	Liumena	Ministry of Educ

					school		
6	1no Class room block	Damaged roof.	K 45,000	Rehabilitation	Tuuwa primary school	Tuuwa	Ministry of Educ
7	6no staff houses school.	Dilapidated	K 400,000	Rehabilitation	Sikongo day secondary	Maala	Ministry of Educ
8	4no staff houses	Dilapidated	K 380,000	Rehabilitation	Kaluwe primary school	Nengu	Ministry of Educ
9	2no staff houses	Dilapidated	K 200,000	Rehabilitation	Liundu primary school	Licha	Ministry of Educ
1	1 x 3 Class room block	Dilapidated	K 150,000	Rehabilitation	Sikongo day secondary	Maala	Ministry of Educ
1	1no staff house	Dilapidated	K 110,000	Rehabilitation	Nanda Agriculture camp	Lwambi	Ministry of Agric
1	1no staff house	Dilapidated	K 100,000	Rehabilitation	Lubuta Agriculture camp	Lubuta	Ministry of Agric
1	1no staff house.	Dilapidated	K 100,000	Rehabilitation	Muweshi Agriculture camp	Maala	Ministry of Agric
1	1no staff house	Dilapidated	K 100,000	Rehabilitation	Sikongo local court	Maala	Judiciary
1	1no office block Maala local court office	Dilapidated	K 170,000	Rehabilitation	Sikongo local court	Maala	Judiciary
1	1no staff house	Dilapidated	K 150,000	Rehabilitation	Kaluwe veterinary camp	Nengu	Ministry of veter livestock
1	1no Staff house	Dilapidated	K180,000	Rehabilitation	Lueti veterinary camp.	Lueti	Ministry of veter livestock
1	1no staff house	Dilapidated	K 180,000	Rehabilitation	Ngombe veterinary camp	Liumena	Ministry of vet livestock
1	2no staff houses	Dilapidated	K 200,000	Rehabilitation	Sikongo veterinary camp.	Maala	Ministry of veter livestock
2	1 x 3 classroom block	Dilapidated	K 180,000	Rehabilitation	Malondo primary school	Maala	Ministry of Educ
2	2no 1 x 3	Dilapidated	K 190,000	Rehabilitation	Liumena	Liumena	Ministry of Educ

	classroom block				primary school		
2	4no staff houses.	Dilapidated	K 300,000	Rehabilitation	Nanda primary school.	Lwambi	Ministry of Educa
2	1 x 2 class room block	Dilapidated	K 150,000	Rehabilitation	Sikongo day secondary school	Maala	Ministry of Educa
	TOTAL COST FOR REHABILITATION		K 3,980,000				

The matter was **NOTED**

REPORT OF THE DISTRICT HEALTH DIRECTOR TO THE PLANS, WORKS, DEVELOPMENT, REAL ESTATE AND SOCIAL SERVICES COMMITTEE MEETING HELD IN THE CONFERENCE HALL, COUNCIL LODGE, SIKONGO ON TUESDAY 30TH NOVEMBER, 2021 AT 10:00 HOURS.

PWDRESS/025/11/21 INTEGRATED CHILD HEALTH

The District Health Director reported that the department undertook the first and second round of child health week from June 22 to 26th and November 22 to 26th 2021 respectively. It was reported that the objective of the campaign was to provide Vitamin A and Mebendazole to all under 5 children in the district. It was also reported that the Child Health Week was integrated with measles Rubella and HPV vaccination that targeted the age group of 13 years and below. It was reported that the purpose was to increase the HPV vaccination coverage in the district and prevention of cervical cancer among women in future. The details were summarized in the table below.

S/N	Program	Inputs	Target	Achieved	comment
1.	Vitamin A		All U5 children	102%	Performance was good and no child was left out
2.	Mebendazole		All U5 Children	99%	Performance was good

The matter was **NOTED**

PWDRESS/026/11/21

COVID 19 SENSITIZATION/PREVENTION/PREPAREDNESS

The District Health Director reported that the department had continued with COVID 19 sensitization, swabbing and vaccination in the fight against the COVID 19 pandemic. It was reported that with the new COVID 19 variant (Omicron) that had emerged would certainly reach Zambia sooner or later. For that reason, it was reported that sensitization, testing and vaccination would be intensified. It was reported that the district was targeting to at least cover 30% of the eligible targeted population by the December 31st 2021 and anticipate covering 70% of the eligible population by the third quarter of 2022. It was further reported that the district had so far consumed about 99% of the vaccines received representing 7.5% vaccination of the eligible target population of 25,528 people.

The matter was **NOTED**

PWDRESS/027/11/21

INDOOR RESIDUE SPRAYING

The District Health Director reported that the department undertook the annual indoor residue spraying exercise that commenced on 19th October

2021 running through for 28 days. It was reported that the catchment areas included; Liumena, Nyengo, Liundu, Situlu, Sikongo, Tuuwa, Lulang'unyi and Mabua and a total coverage of 96% translating into 7,461 population had been reached out of the target population of 7765.

The matter was **NOTED**

PWDRESS/028/11/21

MASS DRUG ADMINISTRATION CAMPAIGNS (MDA)

The District Health Director reported that in the fight against Neglected Tropical Disease (NTDs) the department conducted two mass drug administration campaign against blinding trachoma and elephantiasis. Details were tabulated in the table below.

S/N	ACTIVITY	PERFORMANCE	TARGET	PERCENTAGE
1	Elephantiasis MDA	57758	51497	112%
2.	Trachoma MDA	58643	55242	106%

The matter was **NOTED**

PWDRESS/029/11/21

REFURBISHMENT OF ART/TB SERVICE SPACES IN ALL 15 HEALTH FACILITIES

The District Health Director reported that the district was conducting a refurbishment exercise of the TB/HIV rooms and space in all the 15 facilities under the support of cooperating partners CoAg (CDC). It was reported that the support rendered included painting of walls, repairs of broken windows, floors and fixing of doors for security purposes.

The matter was **NOTED**

PWDRESS/030/11/21 TRANSFORMATION OF SIKONGO RHC TO AN E-FIRST FACILITY

The District Health Director reported that Sikongo was participating in transformation to an E-FIRST district (facilities) in the health service provision. It was reported that the facility had received 6 laptop and 1 desktop computer. It was reported that the purpose was establish electronic cards for all patients so as to track their medical history easy and help them access health services anywhere through the use of electronic facility as compared to bringing small exercise books to the clinic each time one needed the health services.

The matter was **NOTED**

PWDRESS/031/11/21 CONSTRUCTION OF A PREFABRICATED SIKONGO DISTRICT PHARMACY

The District Health Director reported that Sikongo District Health Office received a prefabricated pharmacy structure that would be located at Sikongo Rural Health Clinic. The construction of the structure was at 90% and would complete and be able to function soon.

The matter was **NOTED**

CLOSING REMARKS

The Chairperson thanked the members for their positive participation. He lamented as to why the devolved department Shan the meetings of the Council even when notices had been served to them.

There not being any other business to transact, the meeting was declared closed at 13:53 hours with a prayer led by Deputy Council Chairperson, Simushi Nasilele.

CHAIRPERSON:.....

DATE:.....

SIKONGO TOWN COUNCIL

MINUTES OF PROCEEDINGS OF THE FINANCE, HUMAN RESOURCE AND GENERAL PURPOSES COMMITTEE MEETING HELD IN THE CONFERENCE HALL, COUNCIL LODGE, SIKONGO ON TUESDAY, 7TH DECEMBER, 2021 AT 10:00 HOURS

COUNCILLORS PRESENT

Cllr. Kakula Gift	Chairperson	Licha Ward
Cllr. Sitali Simangolwa	Member	Lueti Ward
Cllr. Mutti Mutti	Member	Mwenyi Ward
Cllr. Noanga Kabeto	Member	Liumena Ward
Cllr. Namakando Simasiku	Member	Chief Lwambo
Cllr. Simushi Nasilele	Deputy Council Chairperson	Ex-Officio
Cllr. Kennedy Simbotwe	Council Chairperson	Ex-Officio

OFFICERS IN ATTENDANCE

Mr. Hangoma Obby	Acting Council Secretary
Mr. Kabanda Mwangala	Human Resource Officer
Mr. Botha Martius	Assistant Accountant
Mr. Ndawa Hills	Assistant Civil Engineer
Mr. Sakala Geoffrey	Procurement Officer
Ms. Kamanga Ruth	Clerical Officer
Mrs. Chama Precious	Internal Auditor
Mr. Mutinta Steward	Internal Auditor
Mr. Siyuni Maximillian	Assistant Committee Clerk

OPENING PRAYER

Prior to the commencement of the meeting, those present were led into prayer by Mr. Botha Martius, the Assistant Accountant.

FHRGP/001/02/21

NOTICE OF MEETING

The notice convening the meeting was read in accordance with section 15 third schedule, section 2 (1) of the Local Government Act No.2 of 2019, as read together with standing order No.6 by Mr. Hangoma Obby, the Acting Council Secretary at 10: 15 hours.

FHRGP/002/11/21

ELECTION OF THE COMMITTEE CHAIRPERSON

Following the general election held on Thursday 12th August, 2021 that ushered in new office bearers at local government level, the new Finance, Human Resource and General Purposes committee was composed, pursuant to standing orders for the ensuing 2021-2026 Civic term section 4 (1) as read together with section 15, third schedule, section 10 (1) of the Local Government Act No. 2 of 2019 Cap. 281 of the Laws of Zambia. Therefore, the election of Chairperson of the Committee was held in accordance with Section 15, Third Schedule 11 (3) of the Local Government Act as follows; the committee composed of five electable members. Therefore, upon a proposal by Councillor Mutti Mutti and duly Seconded by Councillor Sitali Simangolwa, and there being no any counter proposal. It was;

RESOLVED

That Councillor Kakula Gift be elected as the Committee Chairperson for Finance, Human Resource and General Purposes Committee for the ensuing 2021/2022 Civic Year.

FHRGP/003/12/21

OPENING REMARKS

The Chairperson thanked the members for entrusting him with the responsibility of chairing the committee and encouraged the members to cooperate with him and management in carrying out their duties so as to bring the development the people were eager to

receive in the new dawn administration. Members were encouraged to deliberate freely during the meeting.

REPORT OF THE DISTRICT TREASURER TO THE FINANCE, HUMAN RESOURCE AND GENERAL PURPOSES COMMITTEE MEETING HELD IN THE CONFERENCE HALL, COUNCIL LODGE, SIKONGO ON TUESDAY, 7TH DECEMBER, 2021.

FHRGP/004/12/21

RECEIPTS AND PAYMENTS FOR THE PERIOD 1ST JULY, 2021 TO 30TH SEPTEMBER, 2021

(a) RECEIPTS

The District Treasurer reported that Sikongo Town Council had collected a total of **3,038,340.89** in receipts during the third quarter of the year 2021. It was highlighted that the major source of income was the Local Government Equalisation Fund (LGEF) and Constituency Development Fund (CDF) amounting to **K2, 908,865.86** representing **96%** of the total collections for the quarter. Furthermore, it was reported that measurers were being put in place to expand the local revenue base so as to reduce on the over dependence on National support.

(b) EXPENDITURE

The District Treasurer reported that during the period **1st July, 2021 to 30th September, 2021**, Sikongo Town Council had spent a total of **K2, 309,256.71**. The major expenditure was on personal emoluments amounting to **K 1, 716, 975, 84** representing **74%** of the total expenditure for the quarter.

A detail of the receipts and expenditure for the period under review was tabulated in the attached **appendix (A)** for ease of reference.

After length deliberations and upon a proposal by Councillor Noanga Kabeto and duly seconded by Councillor Sitali Simangolwa. It was;

RECOMMENDED

That the Receipts and Expenditure for the period 1st July, 2021 to 30th September, 2021 be accepted as reported.

FHRGP/005/12/21

**BUDGET PERFORMANCE REPORT FOR THE PERIOD
1ST JULY TO 30TH SEPTEMBER, 2021**

(a) RECEIPTS

The District Treasurer reported that during the period 1st July, 2021 to 30th September, 2021 Sikongo Town Council had estimated to collect revenues amounting to **K 2, 531,337.93**. During the period under review the council had managed to collect a total **K3, 038,340.89** representing a budget performance of **120%**. Furthermore, the District Treasurer reported that the council had also budgeted to collect a total of **K10, 125,351.00** for the year 2021 and that at the close of the third quarter for the year 2021 a total of **K7, 159,308.98** was collected representing a budget performance of **71%**. It was further reported that the larger component of the total collection was national support amounting to **K6,978,991.56** translating into **K5,378,991.56** being Local Government Equalization Fund (LGEF) and **K1,600.000.00** being Constituency Development Fund (CDF) representing **97%** of the total collection.

(b) EXPENDITURE

The District Treasurer reported that Sikongo Town Council had anticipated spending a total of **K2, 531,351.71** during the period 1st July, 2021 to 30th September, 2021. However a total of **K2,**

309,256.10 was spent at a projected performance of **91%** for the quarter.

Furthermore, it was reported that the council had budgeted to spend a total of **K10,125,351.71** for the year, 2021 and that at the close of the 3rd quarter for the year 2021 , a total of **K6,271,165.21** was spent representing a performance of **62%**. It was highlighted that the larger component of the expenditure related to personal emoluments amounting to **K4, 067, 902.21** representing **65%** of the total expenditure for the period.

A detail of the Budget Performance for the period under review was tabulated in the attached **appendix (B)** for ease of reference.

After length deliberations and upon a proposal by Councillor Sitali Simangolwa and duly seconded by Councillor Mutti Mutti. It was;

RECOMMENDED

That the Budget Performance report for the period 1st July, 2021 to 30th September, 2021 be accepted as reported.

FHRGP/006/02/21

CREDITORS POSITION AS AT 30 SEPTEMBER, 2021

The District Treasurer reported that Sikongo Town Council owed its creditors a total of **K2, 932,121.63** and the major creditors being Statutory Institutions with a total amount of **K2, 246, 103. 97** owed as at **30th September, 2021**. It was reported that the figures for National Pensions Scheme Authority (NAPSA) and Zambia Revenue Authority (ZRA) included penalties.

The tables below showed the Creditors Position as at 30th September, 2021.

STAFF CREDITORS

S/N	DESCRIPTION	BALANCE B/F AS AT 01.07.2021	ADDITIONS	PAYMENTS	BALANCE C/F AS AT 30.09.2021
1.	Councillors Allowances	72,000.00	-	72,000.00	-
2.	Salaries and Wages	549,750.06	-	549,750.06	-
3.	Leave Benefit	6,871.04	38,312.76	10,000.00	35,184.52
4.	Settling in allowances	-	-	-	-
5.	Terminal Benefit Provision Mr. Kalunga Edgar	600,000.00	-	-	600,000.00
	Sub Total	1,228,621.10	38,312.76	631,750.06	635,184.52

STATUTORY CREDITORS

S/N	DESCRIPTION	BALANCE B/F AS AT 01.07.2021	INTEREST/ PENALTIES	PAYMENTS	BALANCE C/F AS AT 30.09.2021
1.	NAPSA	949,007.39	1,011,020.70	77,373.78	1,882,654.31
2.	ZRA	207,347.28	339,294.66	84,280.88	351,294.66
3.	LASF	6,830.38	17,850.51	17,850.51	12,781.05
4.	ZCTU	-	8,733.52	9,359.83	-626.31
	Sub Total	1,163,185.05	1,376,899.39	188,865.00	2,246,103.97

HEALTH SERVICES

S/N	DESCRIPTION	BALANCE B/F AS AT 01.07.2021	ADDITIONS	PAYMENTS	BALANCE C/F AS AT 30.09.2021
1.	NHIMA	4,475.46	6,665.01	6,802.21	4,338.26

2.	Funeral Scheme	802.00	8,125.60	8,160.00	767.60
	Sub total	5,277.46	14,790.61	14,962.21	5,105.86

SUPPLIERS OF GOODS AND SERVICES

S/N	DESCRIPTION	BALANCE B/F AS AT 01.07.2021	INTEREST/ PENALTIES	PAYMENTS	BALANCE C/F AS AT 30.09.2021
1.	ZSIC	45,727.28	-	-	45,727.28
	Sub Total	45,727.28	-	-	45,727.28
	Grand Total	2,442,810.89	1,430,002.76	835,577.27	2,932,121.63

After length deliberations and upon a proposal by Councillor Mutti Mutti and duly seconded by Councillor Sitali Simangolwa. It was;

RECOMMENDED

That the creditor's position as at 30 September, 2021 be accepted as reported.

FHRGP/007/12/21

EXPENDITURE SUMMARY FOR 2018 CONSTITUENCY DEVELOPMENT FUND PROJECTS

The District Treasurer reported that Sikongo Town Council received a total amount of K1,600,000.00 on 3rd December, 2018 and a total number of fourteen (14) projects valued at K1,557,922.56 were approved by the Ministry of Local Government. It was also reported that the Council had spent a total amount of K1,139,655.46 for the 2018 CDF approved projects leaving a balance of K460,344.54 as detailed in the table below. However, the Committee noted that the project value of K36,000.00 for the purchase and installation of solar system at Sikushi Primary School was not reflected as the figure showed only the labour component. It was also highlighted that installation works

done for the same projects were shoddy and had since stopped functioning.

CONSTITUENCY DEVELOPMENT FUND (CDF) PROJECTS 2018 EXPENDITURE SUMMARY FOR 2018 CDF PROJECTS					
S/N	PROJECT NAME	CONTRACTOR	TOTAL PROJECT	PAID	BALANCE
1	Construction of 1x2 CRB at Sefula Primary School	Edmas General Dealers	79,679.00	75,695.05	3,983.95
2	Construction of N'umbele Health Post	Kulibanga Enterprise	248,090.00	216,633.28	31,456.72
3	Installation of solar system at Sikushi Primary School	Bright Kalombe	8,700.00	8,700.00	-
4	Construction of VIP Toilets at Nanda & Nyengo	Napaul Investment	99,676.00	94,693.20	4,982.80
5	Construction of Lubuta Health Post	Napaul Investment	217,003.16	206,146.45	10,856.71
6	Construction of 1x2 CRB at Namule Primary School	Dama Water Wells	249,747.00	237,258.65	12,488.35
7	Construction of Staff House at Likaka Primary School	PSM Global Dealers	165,690.00	24,853.50	140,836.50
8	Construction of Sitapa Health Center	Mande Business Solutions	218,707.40	207,772.03	10,935.37
9	Construction of 1x2 CRB at Keletwa Primary School	Mutulafyalo Contractor	176,630.00	44,157.50	132,472.50
10	Administration Costs		20,000.00	19,960.00	40.00
11	Completion of 1x2 CRB at Mabua Primary School	Lilamuno Hardware	20,000.00	20,000.00	-
12	Completion of 1x2 CRB at Katondwana Primary School	Biswamo Construction & Tradin	20,000.00	20,000.00	-
13	Completion of Libonda Kuta	Kamu Creditors	25,000.00	24,560.00	440.00
14	Iron sheets for Community Schools,	Sombros Commercial	9,000.00	9,000.00	-
TOTALS			1,557,922.56	1,209,429.66	348,492.90
CONSTITUENCY DEVELOPMENT FUND (CDF) 2018 TOTAL AMOUNT RECEIVED					1,600,000.00
LESS TOTAL AMOUNT PAID SO FAR AS AT 30TH NOVEMBER, 2020					1,209,429.66
CLOSING BALANCE FOR THE CDF 2018 FUNDING					390,570.34

The report was **NOTED**

FHRGP/008/12/21

RECEIPT OF THE 2021 CDF ALLOCATION AMOUNTING TO K1, 600.000.00

The District Treasurer reported that the 2021 CDF allocation was disbursed on 30th September, 2021 and the approved projects for the same monies have been advertised and execution of works is expected to commence soon.

The report was **NOTED**

FHRGP/009/12/21

EXPENDITURE SUMMARY FOR THE 2019 CDF PROJECTS

The District Treasurer reported that Sikongo Town Council had received a total amounting to K1, 600.000.00 on 18th August, 2020 from the Ministry of Finance as CDF for 2019. It was reported that the Constituency Development Committee (CDC) submitted nine (9) projects to the ministry for approval. Therefore, a total of K1,

881,213.52 CDF projects was approved and the Council had so far spent K1,448,188.91 for the 2019 CDF approved projects leaving a balance of K433,026.61 and the closing bank balance as at 30th September, 2021 was K2,122,734.39 as detailed in the table below;

S/N	PROJECT NAME	CONTRACTOR	TOTAL PROJECT SUM	PAID	BALANCE
1.	Construction of Staff House at Ngumbele Health Post - Sinyanganya	Kulibanga Enterprise	294,899.00	177,241.84	117,657.16
2.	Construction of Staff House at Lubuta Health Post	Napaul Investment	247,989.16	223,222.84	24,675.32
3.	Construction of Staff House at Sitapa Health Post-Liumena	Edmas General Dealers	249,989.21	237,489.75	12,499.46
4.	Construction of 1x2 CRB at Kaluwe	West Power Construction	350,121.65	159,924.89	190,196.76
5.	Completion of 1x2 CRB at Keletwa Primary School - Sinyanganya	Sydket Enterprises	197,598.00	166,623.83	30,974.17
6.	Construction of Staff House at Likaka Primary School - Mwenyi	Napaul Investment	198,494.50	175,821.46	22,673.04
7.	Completion of Staff House at Honge Primary School	Y & M General Dealers	189,092.00	159,525.75	29,566.25
8.	Purchase of 500 Iron Sheets - Maala	Ng'umbili General Dealers	73,121.00	73,121.00	0.
9.	Administration Cost	Sikongo Town Council	80,000.00	75,215.55	4,784.45
	TOTALS		1,881,213.52	1,448,186.91	433,026.61

CONSTITUENCY DEVELOPMENT FUND(CDF)2019 RECEIVED	1,600,0000.00
LESS TOTAL AMOUNT PAID SO FAR AS AT 30 TH SEPTEMBER,2021	1,448,186.91
CLOSING BALANCE FOR THE CDF 2019 FUNDING AS AT 30TH SEPTEMBER, 2021	151,813.09
CLOSING BALANCE AS PER BANK STATEMENT AS AT 30TH SEPTEMBER, 2021	2,122,734,39

The report was **NOTED**

FHRGP/010/12/21

SIKONGO TOWN COUNCIL FINANCIAL STATEMENT FOR THE YEAR ENDING 31ST DECEMBER, 2020

The District Treasurer reported that the 2020 financial statements that were presented to the last Finance, Human Resource and General Purposes Committee were submitted to the office of the Auditor General for review and the Local authority was still waiting for the response from the Auditor General’s Office.

The report was **NOTED**

FHRGP/011/12/21

DISSOLUTION OF THE CONSTITUENCY DEVELOPMENT COMMITTEE (CDC)

The District Treasurer reported that the Constituency Development Committee following the provisions of the law was dissolved and a new committee had since been appointed as per attached **appendices C and D** for ease of reference.

The report was **NOTED**

REPORT OF THE HUMAN RESOURCE OFFICER TO THE FINANCE, HUMAN RESOURCE AND GENERAL PURPOSES COMMITTEE MEETING HELD IN THE CONFERENCE HALL, COUNCIL LODGE, SIKONGO ON TUESDAY, 7TH DECEMBER, 2021.

FHRGP/012/02/21

STAFF MATTERS

The Human Resource Officer reported that the total number of staff members of Sikongo Town Council establishment stood at 54 workers out of which 46 were male and 08 were female categorized in their division as per attached appendix 1 for ease of reference. It was further reported and summarized as detailed in the table below.

S/N	DIVISION	MALE	FEMALE	TOTAL
1.	ONE	10	0	10
2.	TWO	11	2	13
3.	THREE	11	5	16
4.	FOUR	14	1	15
	TOTAL	46	08	54

The report was **NOTED**

FHRGP/013/12/21

APPROVED PAID STUDY LEAVE FOR OFFICERS

The Human Resource Officer reported that Sikongo Town Council approved a total number of eleven (11) staff members who were on paid study leave pursuing studies from various institutions of higher learning in Zambia. It was however reported that none of them approved by the Council and the Local government service commission had signed bonding agreement forms despite efforts made by the office of the Human Resource and Administration

who distributed bonding agreement forms and an internal memo written to departments and individuals but no compliance recorded to that effect.

It was thus, reported that the staff members sighted in the attached **appendix C** be compelled to sign the bonding agreement as it was a requirement by law as stated in section 146 (i) of the 1996 condition of service.

After lengthy deliberations, on a proposal by Councillor Mutti Mutti and duly seconded by Councillor Noanga Kabeto. It was;

RECOMMENDED

1. That the staff members involved sign the bonding agreement immediately.
2. Failure to comply with the directive, the matter be escalated to the Local Government Service Commission for possible disciplinary action.

FHRGP/014/12/21

RECOMMENDATION FOR STAFF PROMOTION

The Human Resource Officer reported that the following officer had served on Sikongo Town Council establishment as Council Police Constable under Division IV and management recommended for his promotion to the rank of sergeant salary scale G.1 of Sikongo Town Council Establishment. The Officer had proven beyond reasonable doubt that he was hard working and dedicated to duty.

S/N	NAME	SUBSTANTIVE POSITION	SEX	RECOMMENDED POSITION	DATE EMPLOYED
1.	Mr. Kapui Namunji A	Council Police Constable G3	Male	Council Police Sergeant G1	12/12/2018

After some deliberation, on a proposal by Councillor Sitali Simangolwa and duly seconded by Councillor Noanga Kabeto. It was;

RECOMMENDED

1. That the officer recommended for promotion be promoted to the position of Sergeant Salary Scale G1 of Sikongo Town Council Establishment.

Note: The last item from the Human Resource Officer's report was referred back to management for reconsideration.

CLOSING REMARKS

The chairperson appreciated the members for their positive participation. He encouraged the councillors to familiarize themselves with the procedures of the meetings in order to effectively participate in the deliberations. However, it was noted with concern the absence of the three devolved sectors aligned to report to Finance, Human Resource and General Purposes Committee and the Council Secretary was urged to make a follow up on the matter as to why they did not show up at the meeting.

There not being any other business to transact, the meeting was declared closed at 13:20 with a prayer led by Mr. Botha Martius, the Assistant Accountant.

CHAIRPERSON:.....

DATE:.....

SIKONGO TOWN COUNCIL

MINUTES OF THE PROCEEDINGS OF AUDIT COMMITTEE MEETING HELD AT THE CONFERENCE HALL, COUNCIL LODGE, SIKONGO ON FRIDAY 10TH DECEMBER, 2021 AT 10:00 HOURS.

COUNCILLORS PRESENT

Cllr. Linowe Kakundu	Committee Chairperson	Nengu Ward
Cllr. Maswabi Steady	Member	Natalui Ward
Cllr. Shwana Likomwiso	Member	Malamo Ward
Cllr. Kaoyi Sitali	Member	Ng'umbele Ward
Cllr. Simushi Nasilele	Deputy Council Chairperson	Ex-Officio
Cllr. Kennedy Simbotwe	Council Chairperson	Ex-Officio

APOLOGIES

Cllr. Likezo Kanunga	Member	Tuuwa Ward
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OFFICERS IN ATTENDANCE

Mr. Hangoma Obby	-	Ag. Council Secretary
Mr. Mutinta Steward	-	Internal Auditor
Mrs. Chama Precious	-	Internal Auditor
Mr. Mwangala Kabanda	-	Human Resource Officer
Mr. Martius Botha	-	Assistant Accountant
Mr. Geoffrey Sakala	-	Procurement Officer
Mr. Ndawa Hills	-	Assistant Civil Engineer
Ms. Kamanga Ruth	-	Clerical Officer
Mr. Simpasa Daniel	-	Health Inspector
Mr. Siyuni Maximillian	-	Assistant Committee Clerk

OPENING PRAYER

Prior to commencement of the meeting, those present were led into prayer by Precious Chama, the Internal Auditor.

AC/001/12/21 NOTICE OF MEETING

The notice convening the meeting was read in accordance with section 15, third schedule, section 2 (1) of the Local Government Act No.2 of 2019, as read together with standing order No.6 by Mr. Hangoma Obby, the Acting Council Secretary at 10:14 hours.

AC/002/12/21 ELECTION OF COMMITTEE CHAIRPERSON

Following the general election held on Thursday 12th August, 2021 that ushered in new office bearers at local government level, the new Audit committee was composed, pursuant to standing orders for the ensuing 2021-2026 Civic term section 4 (1) as read together with section 15, third schedule, section 10 (1) of the Local Government Act No. 2 of 2019 Cap. 281 of the Laws of Zambia. Therefore, the election of Chairperson of the Committee was held in accordance with Section 15, Third Schedule 11 (3) of the Local Government Act as follows; the committee composed of four electable members and one member had an apology. Therefore, upon a proposal by Councillor Maswabi Steady and duly seconded by Councillor Shwana Likomwiso, and there being no any counter proposal. It was;

RESOLVED

That Councillor Linowe Kakundu be elected as Chairperson for the Audit Committee for the ensuing 2021/2022 Civic Year.

AC/003/12/21 OPENING REMARKS

The Chairperson thanked members for electing him chairperson of the committee. He urged the members to work as a team in order to build and develop Sikongo into a desired township everyone would envy to be part.

He emphasized that the committee's performance is critical in bringing about transparency and effective leadership of the Council.

REPORT OF THE INTERNAL AUDITOR TO THE AUDIT COMMITTEE HELD IN THE CONFERENCE HALL, COUNCIL LODGE, SIKONGO ON FRIDAY 10TH DECEMBER, 2021 AT 10:00 HOURS

AC/004/12/21

AUDIT INSPECTION WORK ON THE HUMAN RESOURCE SECTION

The Internal Auditor reported that the audit section carried out some audit inspection on the human resource section where they inspected personal files, staff returns and the section's compliance with government policies, laws, contracts and procedures in the period under review.

It was reported that the following were the findings, recommendations and responses from the human resource officer.

A. BONDING AGREEMENT

It was reported that the Human Resource was inspected to review the compliance levels of the human resource that were granted permission for paid study leave by the Council and the Local Government Service Commission if they were in compliance with the provision of the condition of service of 1996 article 147 (a) and (b) which provided that an officer granted paid study leave shall be required to enter into formal agreement binding the officer to remain in the service for a stipulated period of time. It was observed that the human resource office was not in conformity with the two provisions stated above and therefore not in compliance with the provision the law as provided for the eleven (11) officers that have been granted paid study leave at various institution of higher learning within Zambia.

Therefore, the recommendations made to the human resource officer were to ensure that the officers on paid study leave were bonded immediately

and that compliance with the provisions in the condition of service was adhered to all the time. It was reported that the human resource officer in response to the query wrote the internal memorandum on 21st September, 2021 informing the affected officers to comply by signing the bonding agreement.

B. STAFF CONFIRMATION

It was equally reported that inspections were carried out to check whether the office implemented the Council resolutions relating to staff matters. It was discovered that the resolutions made under minute number **FHRGP/91/03/21** and **FHRGP/54/06/20** were still pending and could affect the performance of the affected officers in their execution of duties due to demotivation.

A recommendation was made to the human resource officer to make documented follow ups with the Local government service commission. The response by human resource office was that action was taken in the first quarter of 2021 but no response had come forth from the local government service commission. It was reported that the Human Resource officer categorically stated that staff confirmation was the prerogative of the service commission.

The matter was **NOTED**

AC/005/12/21

AUDIT INSPECTION ON FINANCE DEPARTMENT

The Internal Auditor reported that the section carried out inspection in finance department where inspection of payment vouchers, cash books, bank reconciliations and bank statements were carried out. It was reported that the exercise covered the period from 1st April to 30th September, 2021 and the following findings and recommendations were made to the finance department.

A. PAYMENT AND CASH BOOKS

The Internal Auditor reported that the findings during the period under view highlighted the following queries;

A total number of 19 payment vouchers amounting to K240,960.80 did not have supporting documents, 11 payment vouchers amounting to K170,515.00 were filed but not fully signed by relevant officers which was contrary to the Public Finance Management Act of 2018. A total of 13 payment vouchers amounting to K205564.00 were filed but not fully acquitted by the recipients. It was also reported that the cash book and bank reconciliations were not done on monthly basis contrary to the provision of S.I No. 97 of 2020 and section 146(3).

The recommendations offered to management were to ensure that all unsupported payments were supported, ensure that all payment vouchers were fully signed and at all time to ensure that the Public Finance Act was followed correctly. The department was working on the documents and assured the audit section to correct the anomalies.

The matter was **NOTED**

AC/006/12/21

AUDIT INSPECTION WORK ON WORKS DEPARTMENT

The Internal Auditor reported that the section carried out some audit inspections on 2019 CDF projects located in the following areas; Honge, Sitapa, Likaka, Lubuta and Kaluwe. The scope of work carried out included verifying the existence of the project, progress made on the project undertaken, quality of works done and comparing the works certified to actual work done. It was reported that the construction of the staff house at Honge had reached an advanced stage but the following snags were observed; the painting both inside and outside was not properly done and it was only under coat that was painted only. The

drainage was not properly done and the roof would have looked better if ceiling was considered.

It was reported that the construction of a staff house at Sitapa clinic was complete and work done was satisfactory. The internal Auditor reported that construction of staff house at Likaka Primary School was not satisfactory as the roof was leaking as well as the ring beam that was not properly done causing cracks on the edge of the house therefore, needed urgent attention from the contractor.

It was reported that the construction of a staff house at Lubuta RHC had remaining works on the septic tank and soak away and the contractor was not on site at the time of audit inspection. The last inspection was at Kaluwe where a construction of 1x2 classroom block was underway. However, it was generally observed that all the projects were not completed within the duration stipulated in the contracts. The internal audit section therefore realized that failure to complete the project within the stipulated work schedules result in loss of government resources and denying the community the benefit that comes with the project.

Recommendations were made to management to ensure that contractors normalized all highlighted issues before handover of projects. Also management to ensure that all future projects be completed within the stipulated period. The Works department assured the Audit section that the contractors would be contacted to control the stated snags before handing over the projects.

In conclusion, audit section stated that internal controls were moderate; however, management would improve if they buy to recommendations and follow them for more efficiency and effectiveness in the future.

CLOSING REMARKS

The chairperson thanked the members for their positive participation. He encouraged them to continue with the same spirit.

There not being any other business to transact, the meeting was declared closed at 11:50 with a prayer led by Councillor Simushi Nasilele, the Deputy Council Chairperson.

CHAIRPERSON:.....

DATE:.....