

## **SIKONGO TOWN COUNCIL**

### **MINUTES OF THE PROCEEDINGS OF THE SECOND ORDINARY MEETING OF THE COUNCIL HELD IN THE CONFERENCE HALL, COUNCIL LODGE, SIKONGO ON FRIDAY 17<sup>TH</sup> DECEMBER, 2021 AT 10:00 HOURS.**

#### **COUNCILLORS PRESENT**

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	

#### **APOLOGIES**

Cllr. Kennedy Simbotwe	Chairperson
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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	Director of Works
Mr. Siamusantu Phosten	Ag. District Agriculture Coordinating Officer
Mr. Mufaya Munalula	District Administrative Officer
Mr. Kiggan Kayombo	Office of the President
Mr. Chisha Kelvin	District Treasurer
Mr. Stephen Pinyolo	CCO
Mr. Mwangala Kabanda	Human Resource Officer
Mr. Godfrey Sikazwe	Health Inspector
Mr. Makwaza Mwanino	Social Economic Planner
Mr. Edgar Chulu	Assistant Surveyor
Mrs. Esther Sibambi Tembo	District Community Development Officer
Mr. Swana Cobban	Inspector Council Police
Mr. Lilato Mwitha	Deputy Council Treasurer
Mrs. Precious Chama	Internal Auditor
Ms. Betty Simuntanyi	Assistant Social Welfare Officer
Mr. Obby Hangoma	Water and Sanitation Coordinator
Mr. Maximillian Siyuni	Assistant Committee Clerk

### **NATIONAL ANTHEM**

Prior to the commencement of the meeting, the national anthem was sung, and Mrs. Precious Chama led those present into prayer.

**STC/008/12/21**

### **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 **10:51** hours.

**THE CHAIRPERSON'S ANNOUNCEMENTS  
AND COMMUNICATIONS**

The Chairperson made announcements and communication as follows:

- i. On 2<sup>nd</sup> September, 2021 the Council Chairperson was sworn in as dully elected Council Chairperson of Sikongo Town Council.
- ii. On 5<sup>th</sup> September, 2021, the Council Chairperson held a familiarization meetings with Sikongo Day Secondary School and Sikongo Boarding School.
- iii. On 8<sup>th</sup> September, 2021 the Chairperson was visited by Hon. Mayungo Simushi MP.
- iv. On 9<sup>th</sup> September, 2021 Mr. Ivess Willima the District Intelligence Officer paid a courtesy call on him.
- v. In the same vain, Dr. Claude Chipoya, the District Health Director paid a courtesy call on him.
- vi. From 4<sup>th</sup> to 7<sup>th</sup> October, 2021 in the company of the Council Secretary and Director of Works attended Western Chapter Review meeting in Mongu.
- vii. On 13<sup>th</sup> October, 2021 received a delegation led by Mr. Pelekelo Swana of Kuomboka Kufuluhela Committee who came for fundraising for the coronation cerebration of His Majesty King Lubosi Imwiko II.
- viii. On 17<sup>th</sup> October, 2021, he attended the coronation anniversary of His Majesty King Lubosi Imwiko in Lialui.
- ix. From 19<sup>th</sup> to 24<sup>th</sup> in the campany of all the COuncillors and Management attended the Orientation workshop in Livingstone.

- x. From 17<sup>th</sup> to 21<sup>st</sup> November, 2021 in the company of Council Secretary and Mr. Siyuni Maximillian, the Assistant Committee Clerk attended the Local Government Association of Zambia annual general conference in Lusaka.
- xi. On 19<sup>th</sup> November, 2021 received a delegation of Indunas from Lealui and Libonda who came for the verification of township boundaries.
- xii. On 10<sup>th</sup> December, 2021 in the company of the Council Secretary and other officers attended the Western Chapter Review meeting in Sisheke.

**STC/010/12/21**

**CONFIRMATION OF MINUTES OF THE SECOND (2<sup>ND</sup>) ORDINARY MEETING OF THE COUNCIL HELD IN THE CONFERENCE HALL, COUNCIL LODGE, SIKONGO ON TUESDAY 7<sup>TH</sup> SEPTEMBER, 2021 AT 10:00 HOURS**

On a proposal by Councillor Kakula Muunga and duly seconded by Councillor Kaoyi Sitali. It was;

**RESOLVED**

That the minutes of the First Ordinary meeting of the Council held in the Conference hall, Council Lodge, Sikongo on Tuesday, 7<sup>th</sup> September, 2021 at 10:00 hours be received as true and correct record of the proceedings of the Second Ordinary meeting of Council.

On a proposal by Councillor Noanga Kabeto and duly seconded by Councillor Namasiku Kahilu. It was;

**RESOLVED**

That the minutes of the First Ordinary meeting of the Council held in the Conference hall, Council Lodge, Sikongo on Tuesday, 7<sup>th</sup> September, 2021 at 10:00 hours be confirmed as true and correct record of the proceedings of the Council as presented.

**STC/011/12/21**

**MATTERS ARISING**

There were no matters of interest raised from the minutes.

**RECEIPT AND ADOPTION OF MINUTES OF STANDING COMMITTEES**

**STC/012/12/21**

**MINUTES OF THE PROCEEDINGS OF PLANS, WORKS, DEVELOPMENT, REAL ESTATES AND SOCIAL SERVICES COMMITTEE MEETING HELD IN THE CONFERENCE HALL, COUNCIL LODGE, SIKONGO ON TUESDAY 30<sup>TH</sup> NOVEMBER, 2021**

On a proposal by Councillor Namasiku Kahilu and duly seconded by Councillor Patrick Like Susiku. It was;

**RECOMMENDED**

That the minutes of the meeting of the Plans, Works, Development, Real Estate and Social Services Committee held in the Conference hall, Council Lodge, Sikongo on Tuesday 30<sup>th</sup> November, 2021 at 10:00 hours be received as true and correct record of the proceedings of the committee subject to the following amendments;

On page 16 under minute number **PWDRESS/005/11/21** on the table under serial number 62 and 74, the names MOKGADI and BBUNDA to be verified respectively.

On page 18 under minute number **PWDRESS/008/11/21**, the names “Shanjengo” to read as “Kanjengo”.

After lengthy deliberations on a proposal by Councillor Namasiku Kahilu and duly seconded by Councillor Patrick Like Susiku. It was;

**RESOLVED**

That the minutes of the meeting of the Plans, Works, Development, Real Estate and Social Services Committee held in the Conference hall, Council Lodge, Sikongo on Tuesday 30<sup>th</sup> November, 2021 at 10:00 hours be adopted as part of the proceedings of the Council.

**STC/013/12/21**

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

On a proposal by Councillor Kakula Muunga and duly seconded by Councillor Noanga Kabeto. It was;

**RECOMMENDED**

That the minutes of the meeting of the Finance, Human Resource and General Purposes Committee held in the Conference hall, Council Lodge, Sikongo on Tuesday 7<sup>th</sup> December, 2021 at 10:00 hours be received as true and correct record of the proceedings of the committee.

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

## **RESOLVED**

That the minutes of the meeting of the Finance, Human Resource and General Purposes Committee held in the Conference hall, Council Lodge, Sikongo on Tuesday 7<sup>th</sup> December, 2021 at 10:00 hours be adopted as part of the proceedings of the Council.

**STC/014/12/21**

## **MINUTES OF THE PROCEEDINGS OF THE AUDIT COMMITTEE MEETING HELD IN THE CONFERENCE HALL, COUNCIL LODGE, SIKONGO ON FRIDAY 10<sup>TH</sup> DECEMBER, 2021 AT 10:00 HOURS.**

On a proposal by Councillor Kakundu Linowe and duly seconded by Councillor Maswabi Steady. It was;

## **RECOMMENDED**

That the minutes of the meeting of the Audit Committee held in the Conference hall, Council Lodge, Sikongo on Friday 10<sup>th</sup> December, 2021 at 10:00 hours be received as true and correct record of the proceedings of the committee.

After lengthy deliberations, on a proposal by Councillor Kakundu Linowe and duly seconded by Councillor Maswabi Steady. It was;

## **RESOLVED**

That the minutes of the meeting of the Audit Committee meeting held in the Conference hall, Council Lodge, Sikongo, on Friday 10<sup>th</sup> December, 2021 at 10:00 hours be adopted as part of the proceedings of the Council.

## **REPORT OF THE COUNCIL SECRETARY**

**STC/015/12/21**

### **ADOPTION OF STANDING ORDERS**

The Council Secretary reported that pursuant to section 20 of the Local Government Act No. 2 of 2019, Council procedures were regulated by standing orders that provided the decorum for carrying out the business in the Council chamber at ordinary and committee meetings of the Council. Therefore, it was reported that the standing orders through the help of the Ministry of Local Government and its partners were revised and circulated for adoption by various Councils. It was for the same reason the standing orders were presented to the Council for adoption.

After lengthy deliberations, on a proposal by Councillor Namasiku Kahilu and duly seconded by Councillor Kakula Muunga. It was;

### **RESOLVED**

That the revised standing orders for Councils in Zambia pursuant to section 20 of the local government act no. 2 of 2019 be adopted as Sikongo Town Council Standing Orders.

**STC/016/12/21**

### **STAFF APPLICATION FOR PAID STUDY LEAVE**

The Council Secretary reported that he received two (2) application letters from two members of staff who were accepted at various institutions of higher learning to pursue further studies in their field of specialization. It was reported that their acceptance letter came after the Human Resource Committee had sat and given that the schools would open earlier than the next Council; the

matter was brought before the Council as management had no objection and therefore recommended the applicants to further their studies for efficiency and effectiveness. The members of staff recommended for further studies were tabulated in the table below for ease of reference.

S N	NAME	POSITION	SEX	DEPARTM ENT	INSTITUT ION	MODE OF STUDY	COURSE	DURATIO N	QUALIFICA TION
1	Edgar Chulu	Assistant Land Surveyor LGSS/10	Ma le	Planning	Univer sity of Zambia	Full time basis- Self Sponsors hip	Bachelors of Geometri c Engineeri ng and Geograph ical Informati on System	4 years effectiv e 22 <sup>nd</sup> Februar y 2022 to 22 <sup>nd</sup> Februar y 2027	Grade 12 School Certificate , Diploma in Surveying
2	Simon Simbe ye	Program mer LGSS/10	Ma le	Finance	Rock View Univer sity	Distance Learning - Self Sponsors hip	Bachelors of Technolo gy Informati on	4 years effectiv e, January 2021 to Decem ber, 2024	Grade 12 School Certificat e, Diploma in Computin g and Informati on Systems

After lengthy deliberations, on a proposal by Councillor Namasiku Kahilu and duly seconded by Councillor Linowe Kakundu. It was;

## **RESOLVED**

That the recommendation for paid study leave for Mr. Chuulu Edgar and Mr. Simbeye Simon to pursue further studies at respective institutions of higher learning be approved.

**STC/017/12/21**

## **AVAILABILITY OF PLOTS- LULANGUNYI DEVELOPMENT ESTATE**

The Council Secretary reported that an estate named Lulang'unyi Development Estate for Cashew Nut development was established in 2020 and had an area of 5000 hectares which was surveyed and on title. It was reported that the purpose of the estate was to improve the living standards of the youths, women and the most vulnerable in Lulang'unyi and other areas of Sikongo District, socially, economically and environmentally. It was further reported that the established estate was further demarcated into various pieces of land with categories of 5 hectares ordinary farms and 20 hectares commercial farm that could access and own provided they cultivate cashew nuts up to 60% of the land and the remaining 40 % could be used other farming activities. It was reported that the forms could be obtained from the District Agricultural Coordinating Office (DACO) in Sikongo. It was further reported that the premium for ordinary and commercial farms were pegged at K250.00 per 5 hectares of land and K 5000.00 per 20 hectares of land respectively.

### **Plot Fees**

<b>S/N</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
<b>Fees for all commercial farmers</b>		
1.	Application Fee	K 500.00
2.	Membership Fee	K 500.00
3.	Utility Service Fee	K 1000.00 per

		hectare
<b>Fees for Lulangunyi residents' membership (Youth, Women and Disabled)</b>		
4.	Application	K 5.00
5.	Membership	K 5.00
<b>Fees for Sikongo Residents</b>		
6.	Application	K 10.00
7.	Membership	K 10.00
<b>Fees for Organizations</b>		
8.	Application	K 150.00
9.	Membership	K 100.00
<b>Fees for classified residents (Public Service)</b>		
10.	Application	K 100.00
11.	Membership	K 100.00

The matter was **NOTED**

**STC/018/12/21**

**SIKONGO COUNCIL RICE FIELD 2020 REPORT**

The Council Secretary reported that Lueti Investment an incorporated company of the Council ventured into rice farming in the 2020/2021 farming season. It was reported that the company embarked on cultivation of 10 hectares of rice field but the yield was not to the expectation of the Council as only 43x50Kgs bags were realized. However, the matter was not deliberated upon and the council upon a proposal from Councillor Kakula Muunga and duly seconded by Councillor Namasiku Kahilu. It was;

**RESOLVED**

That the matter be deferred to Finance, Human Resource and General Purposes Committee for proper scrutiny.

**NB:** The Council unanimously resolved to go on recess and broke for lunch at 15:10 hours and resumed the seating at 16:14 hours.

On a proposal by Councillor Susiku Like and duly seconded by Councillor Nyambe Kachana. It was;

**RESOLVED**

That the Council in accordance with standing order 13 resolved itself into the committee of the whole Council to deliberate on the Budget Estimates for the year 2022 Medium term expenditure framework.

**STC/019/12/21**

**REPORT ON THE BUDGET ESTIMATES FOR THE YEAR 2022 AND MEDIUM TERM EXPENDITURE FRAME WORK (MTEF) PERIOD 2022-2024**

The Council Secretary reported that the Council was in the process of presenting the MTEF budget estimates for 2022 financial year. It was highlighted that the Council had continued to use Activity Based Budgeting (ABB) method that was based on a three year term framework in line with the ministerial requirements.

Therefore, it was reported that management was ready to present the budget estimates for 2022 to the Council for approval before presenting it to the ministry for final approval.

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

**RESOLVED**

That the Council reverted to its ordinary procedure and thereupon adopted and approved the budget estimates for the year 2022 and medium term expenditure framework for the period 2022 – 2024.

There not being any other business to transact, the meeting was declared closed at 17:40 hour with the National Anthem and a prayer led by Mr. Makwaza Mwanino, the Social Economic Planner.

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**Council Chairperson**.....

**Date**.....