

SIKONGO TOWN COUNCIL

MINUTES OF THE PROCEEDINGS OF THE SEVENTH (7TH) ORDINARY MEETING OF THE COUNCIL HELD IN THE CONFERENCE HALL, COUNCIL LODGE, SIKONGO ON FRIDAY 14TH APRIL, 2023 AT 10:00 HOURS.

COUNCILLORS PRESENT

Cllr. Kennedy Simbotwe		Chairperson
Cllr. Simushi Nasilele	Lubuta	Vice Chairperson
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. Likezo Kanunga	Tuuwa	Ward
Cllr. Linowe Kakundu	Nengu	Ward
Cllr. Namasiku Kahilu	Mutala	Ward
Cllr. Namakando Linyunga	Maala	Ward
Cllr. Kakula Muunga	Licha	Ward
Cllr. Shwana Likomwiso	Malamo	Ward
Cllr. Namakando Simasiku	Chief Lwambo	
Cllr. Patrick Susiku Like	Chief Chumbula	

OFFICERS IN ATTENDANCE

Mr. Julius Katuka	Council Secretary
Mr. Stephen Siamatimba	Deputy Council Secretary
Mr. Choolwe Masilani	District Planning Officer
Mr. Mwansa Shadreck	District Surveillance Officer
Mr. Masamo Kasanda	OOP (SD)
Mr. Martius Botha	Assistant Accountant
Mr. Liambai Brian	Chief Human Resource Officer

Mr. Mwangala Kabanda	Human Resource Officer
Mr. Simpasa Daniel	Health Inspector
Mrs. Precious Chama	Internal Auditor
Ms. Rowena M. Chikambwe	Assistant Procurement Officer
Mr. Chishinga Philemon	Planning Officer (Education)
Mr. Samuel Simusandu	Senior Agriculture Officer
Mr. Mulonda Dexter	Procurement Officer
Mr. Hangoma Obby	Water and Sanitation Coordinator
Ms. Samulela Susan	Public Relations Officer
Mr. George Kazembe	Immigration Officer
Ms. Brenda Ngosa	Administrative Officer
Mr. Godfrey Sikazwe	Health Inspector
Mr. Sayimangu Ronald	Deputy Officer in Charge
Mr. Samson Siambwengo	Clerical Officer
Mr. Mzumira Musonda	DFLMDO
Ms. Sibambi Esther	District Community Development Officer
Mr. Munakayumba Noole	Community Development Officer
Mr. Musonda Luapula	District Water Resource Development
Mr. Simbeye Simon	Programmer
Mr. Mubiana Martin	Accounts Officer
Mr. Musawa Malama	Clerical Officer
Mr. Maximillian Siyuni	Assistant Committee Clerk

ALSO IN ATTENDANCE

Mr. Henry Mwanamwalye	District Commissioner
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NATIONAL ANTHEM

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

STC/060/04/23

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, No. 2 of 2019, Cap **281** 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 **10:33** hours.

STC/061/04/23

THE CHAIRPERSON'S ANNOUNCEMENTS AND COMMUNICATIONS

The Chairperson made announcements and communication as follows:

- I. On 19th January, 2023 the Council Chairperson attended a public meeting at Situlu Primary School.
- II. On 8th February, 2023 the Council Chairperson attended a public meeting at Lubuta Primary School.
- III. On 13th February, 2023 the Council Chairperson in the company of Mr. Choolwe Masilani, the District Planning Officer and other community members visited the Barotse Royal Establishment Kuta at Limulunga Palace.
- IV. On 8th March, 2023 the Council Chairperson attended a burial of Her Royal Highness, Mboanjikana, Mukwae Kandundu Yeta of Libonda Royal Palace.
- V. On 27th March, 2023, the Council Chairperson attended public meetings at Honge, Lundu and Lwahumba Primary Schools respectively.
- VI. On 3rd April, 2023, attended a public meeting at Sibuo Primary School.

STC/062/04/23

**CONFIRMATION OF MINUTES OF THE SIXTH
(6TH) ORDINARY MEETING OF THE COUNCIL
HELD IN THE CONFERENCE HALL, COUNCIL
LODGE, SIKONGO ON THURSDAY 29TH
DECEMBER, 2022 AT 10:00 HOURS**

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

RESOLVED

That the minutes of the Sixth Ordinary meeting of the Council held in the Conference hall, Council Lodge, Sikongo on Thursday, 29th December, 2022 at 10:00 hours be received as true and correct record of the proceedings of the Sixth Ordinary meeting of Council.

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

RESOLVED

That the minutes of the Sixth Ordinary meeting of the Council held in the Conference hall, Council Lodge, Sikongo on Thursday, 29th June, 2022 at 10:00 hours be confirmed as true and correct record of the proceedings of the Council as presented

STC/063/04/23

MATTERS ARISING

There were no matter of concern raised.

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

STC/064/04/23

**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 4TH
APRIL, 2023**

On a proposal by Councillor Namasiku Kahilu and duly seconded by Councillor Like Patrick 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 4th April, 2023 at 10:00 hours be received as true and correct record of the proceedings of the committee subject to the following amendments;

On page 317 under Officers in attendance, the name “**Sam Simwandu**” to read as “**Samuel Simusandu**”

After lengthy deliberations on a proposal by Councillor Like Patrick Susiku and duly seconded by Councillor Namakando Linyunga. 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 4th April, 2023 at 10:00 hours be adopted as part of the proceedings of the Council.

MINUTES OF THE FINANCE, HUMAN RESOURCE AND GENERAL PURPOSES COMMITTEE MEETING HELD IN THE CONFERENCE HALL, COUNCIL LODGE, SIKONGO ON WEDNESDAY 5TH APRIL, 2023 AT 10:00 HOURS

On a proposal by Councillor Kakula Gift and duly seconded by Councillor Mutti Mutti. 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 Wednesday 5th April, 2023 at 10:00 hours be received as true and correct record of the proceedings of the committee.

Note: Under Minute number **FHRGP/132/04/23**, a serious debate over the delayed delivery of maize for school feeding program ensued where the house questioned the procurement process exceeding over 2 years.

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 Wednesday 5th April, 2023 at 10:00 hours be adopted as part of the proceedings of the Council.

**MINUTES OF THE PROCEEDINGS OF THE
AUDIT COMMITTEE MEETING HELD IN THE
CONFERENCE HALL, COUNCIL LODGE,
SIKONGO ON THURSDAY 6TH APRIL, 2023 AT
10:00 HOURS.**

On a proposal by Councillor Linowe Kakundu 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 Thursday 6th April, 2023 at 10:00 hours be received as true and correct record of the proceedings of the committee as presented.

After lengthy deliberations, on a proposal by Councillor Kaoyi Sitali 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 Thursday 6th April, 2023 at 10:00 hours be adopted as part of the proceedings of the Council.

**REPORT OF THE COUNCIL SECRETARY TO
THE FIFTH ORDINARY COUNCIL MEETING
HELD IN THE CONFERENCE HALL, COUNCIL
LODGE, SIKONGO ON FRIDAY 14TH APRIL,
2023.**

STC/067/04/23

**TRANSFERS IN AND OUT OF SIKONGO TOWN
COUNCIL**

The Council Secretary reported that the Council received new members of staff who reported at varied times during the first quarter of 2023. It was also reported that the Local Government Service Commission had transferred out of Sikongo Town Council as the table below indicated for ease of reference.

SN	NAME	SEX	POSITION	REMARKS
01	Siamatimba Stephen	M	Deputy council secretary	Transferred from Kitwe City Council
02	Kampamba Kapekele	M	District Treasurer	Transferred from Mwinilunga Town Council replacing Kelvin Chisha who was transferred to Mwinilunga Town Council
03	Katuta Mbewe	M	Director of Woks	Transferred from Mitete Town Council replacing Chikumbuso Banda who was transferred to Kalomo Town Council
04	Dexter Mwangelwa Mulunda	M	Procurement officer	Transferred from Chadiza Town Council replacing Sakala

				Geofrey who was transferred to Chadiza Town Council
05	Siabwengo Samson	M	Clerical Officer	First appointment
06	Munakayumba Noole	M	Community Development Officer	On first appointment

TRANSFERS OUT

SN	NAME	POSITION	TRASFERRED TO
01	Chisha Kelvin	District Treasurer	Mwinilunga Town Council
02	Chikumbuso Banda	Director of Works	Kalomo Town Council
03	Sakala Geofrey	Procurement Officer	Chadiza Town Council

The Matter was **NOTED**

STC/068/04/23

APPLICATION FOR PAID STUDY LEAVE ON DISTANCE LEARNING.

The Council Secretary reported that the Human Resource Management Committee considered an application for paid study leave on distance learning, self-sponsorship from the Assistant Civil Engineer Mr. Hills Ndawa. The details of the application were tabulated below: -

S/N	Names of Officer	Current Position	Training Institute	Duration of training	Type of sponsorship	Effective date of training
1	Hills Ndawa	Assistant Civil Engineer	University of Zambia	5 years	Self-Sponsorship	22 nd March 2023

It was reported that the Human Resource Management Committee expected that the officer would gain the

necessary skills that would increase efficiency and service delivery.

The matter was **NOTED**

STC/069/04/23

RECOMMENDATION FOR STAFF PROMOTIONS

The Council Secretary reported that the Human Resource Management Committee also considered recommendations for the following officers for promotions as tabulated in the table below: -

S/No.	Names of Officers	Current Position	Salary Scale	Position Recommended	Salary Scale
1	Martin Botha	Assistant Accountant	LGSS 10	District Accountant	LGSS 08
2	Maswabi Nyambe	Senior Accountancy Assistant	LGSS 11	Assistant Accountant	LGSS 10
3	Ruth Kamanga	Clerical Officer	LGSS 18	Senior Accountancy Assistant	LGSS 11
4	Mwangala Kabanda	Human Resource Officer	LGSS 10	Chief Administrative Officer	LGSS 06
5	Maximilan Siyunyi Muyangwa	Assistant Committee Clerk	LGSS 12	Committee Clerk	LGSS 10

It was reported that the recommendations for staff promotions were submitted to the Local Government Service Commission for final approval.

The matter was **NOTED**

STC/070/04/23

RECOMMENDATION FOR SUBSTANTIVE PROMOTION

The Council Secretary reported that the Human Resource Management committee considered the recommendation for substantive promotion of Mr. Stephen Siamatimba as Deputy Council Secretary on the permanent and pensionable establishment of the Local Government Service Commission.

The Officer successfully completed the three (3) months' probation period and the performance was satisfactory.

It was further reported that the recommendation was submitted to the Local Government Service Commission for final approval.

The matter was **NOTED**

STC/071/04/23

RECOMMENDATION FOR STAFF CONFIRMATION

The Council Secretary reported that the Human Resource Management Committee also considered recommendation for staff confirmation. It was reported that the officers were appointed on a three (3) months' probation after which they were eligible for confirmation to the permanent and pensionable establishment subject to satisfactory performance of their duties.

The details of the officers concerned were indicated below for ease of referene.

S/No.	Names Of Officer	Position	Salary Scale	Date Of Appointment
1.	Rowena Chikambwe	Assistant Procurement Officer	LGSS 10	27.12.2022
2.	Noole Munukayumba	Community Development Officer	LGSS 08	10.01.2023
3.	Samsom Siabwengo	Clerical Officer	LGSS 18	29.12.2022

It was reported that the recommendations for staff confirmation were already submitted to the Local Government Service Commission for final approval.

The matter was **NOTED**

STC/072/04/23

SUCCESSFUL PLOT APPLICANT

The Council Secretary reported that under first come, first save plot application policy, the Council received one client who was interested to purchase a commercial type one plot of size 100 x 100 meters where the client intended to utilize the land to build a warehouse. It was reported that the client was seeking an offer letter from

the council in order for him to start bringing development on the same plot.

Therefore, it was reported that Management recommended plot number 751 for use and was seeking council authority to allow the client process the requirement for the investment. Details of the plot applicant were indicated below.

SN	NAMES	NRC	CATEGORY	PLOT NUMBER
01	OLIVER SAASA	114613/82/1	COMMERCIAL TYPE ONE	751

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

RESOLVED

That the application and recommendation of management be approved.

There not being any other business to transact, the meeting was declared closed at 15:05 hour with the National Anthem and a prayer led by Mr. Mutata Jerry, the Chaplain.

Council Chairperson.....

Date.....

Councillor Simbotwe Kennedy (Sikongo District)