



SIKONGO TOWN COUNCIL

MINUTE EXTRACT OF THE BUSINESS COMMUNITY MEETING STAKEHOLDER MEETING HELD ON 8th OCTOBER 2024 AT SIPOPA HALL, MAALA WARD –SIKONGO DISTRICT.

Venue : Sipopa Community Hall

Time : 10:00 AM – 12:30 PM

Chairperson : Julius Katuka

Secretary : Choolwe Masilani

Attendance:

S/N	Names	Gender	Position	Organisation
1	Julius Katuka	Male	Council Secretary	Council
2	Catherine Mungu	Female	Market Area	Market Committee
3	Sililo Namushi	Male	Market Area	Market Committee
4	Mugole Musoe	Female	Sharon	Market Committee
5	Sibeso Sibapiwa	Female	Market Area	Market Committee
6	Masiye Derrick	Male	Market Area	Market Committee
7	Muluuwa	Male	Market Area	Market Committee
8	Namakau Sitali	Female	Market Area	Market Committee
9	Beauty Mubiana	Female	Market	Market Committee
10	Naboth Kauka	Male	Market	Market Committee
11	Simpasa Daniel	Male	Council	Market Committee
12	Seke Chineya	Female	Grocery	Market Committee
13	Musoka N. Nalukui	Female	Tailoring	Market Committee
14	Pumulo Nasilele	Female	Sydket Lodge	Market Committee
15	Sitali Simangolwa	Male	Councillor	Lueti Community
16	Lilian Namakando	Female	Market	Market Committee
17	Kachaka Kac	Male	Market	Market Committee
18	Fanewell	Male	Market	Market Committee
19	Simpasa Kennedy	Male	Market Area	Council
20	Choolwe Masilani	Male	District Planning	Council

			Officer	
21	Violet Nyambe	Female	Bar	Market Committee
22	Vida Namunji	Female	Studio	Market Committee
23	Kashweka Sindembi	Female	Market	Market Committee
24	Saboi Mushe	Male	Market Area	Market Committee
25	Mukonda Kandombi	Male	Market Area	Market Committee
26	Mwiya Monde	Male	Market Area	Market Committee
27	Christopher Chipoya	Male	Market Area	Market Committee

AGENDA

The agenda of the meeting was to provide a platform for community members to raise concerns about local business operations, specifically the lack of a bus station and public toilets, and to discuss possible solutions with Sikongo Town Council officials.

1. *Opening Remarks*
2. *Presentation of budgeting and planning framework*
3. *Presentation of budget performance*
4. *Presentation of Budget proposals*
5. *Plenary*
6. *Resolutions Made*
7. *Action Items*
8. *Next Meeting*

Date

Time

Location

9. *Closing Remarks*

1. Opening Remarks

The Chairperson welcomed all attendees and emphasized the purpose of the meeting: to provide a platform for the community to discuss challenges related to local business operations, inclusion of business related matters in the 2025 budget, the Constituency Development Fund (CDF) projects, and other development issues. He urged participants to voice their concerns constructively.

2. Presentation on the Budgeting and Planning Framework

Local authorities in Zambia operate within a structured national planning and budgeting system aimed at promoting transparency, accountability, and alignment with national development priorities. This framework is anchored in several key pieces of legislation, including the Public Finance Management Act, the Local Government Act, and the National Planning and Budgeting Act. It is further supported by regulations and guidelines issued by the Ministry of Local Government and Rural Development (MLGRD) and the Ministry of Finance and National Planning (MoFNP).

One of the key planning instruments used by local authorities is the Annual Work Plan and Budget (AWPB). This document translates the District Development Plan (DDP) into annual, actionable activities. It outlines cost estimates, timelines, and responsible officers or departments, and serves as the foundation upon which resource allocation and budget execution are based.

Local authorities also prepare Integrated Development Plans (IDPs), which are long-term spatial planning documents that guide land use, infrastructure development, and environmental management. IDPs ensure that development within the district or town follows an orderly, coordinated, and sustainable pattern.

At the community level, Ward Development Plans (WDPs) are prepared by Ward Development Committees (WDCs). These plans capture the needs and priorities of local communities and feed directly into the District Development Plan and the Annual Work Plan and Budget. WDPs ensure that development planning remains participatory, inclusive, and reflective of grassroots priorities.

Budgeting Framework

It was explained that budgeting in local authorities is guided by national cycles and involves multiple tiers. The local authority budget cycle was said to begin with the issuance of the Budget Call Circular by the

Ministry of Finance and National Planning (MoFNP) between June and July, during which expenditure ceilings and national priorities are provided. It was further reported that this stage is followed by community consultations from July to August, where Ward Development Committees (WDCs), CDF Committees, civil society organizations, and traditional leaders identify and propose priority projects. From August to September, it was noted that the local authority prepares the draft budget, incorporating both the Local Authority Budget and the Constituency Development Fund (CDF). The draft is then presented to the Full Council for approval between September and October. Once adopted, it is submitted to MoFNP in October for review and alignment with national ceilings. It was stated that final approval is granted in December when the national budget is passed, after which implementation runs from January to December, covering procurement, project execution, and supervision. Throughout the year, it was emphasized that quarterly, mid-year, and annual monitor and reporting are undertaken to ensure transparency, accountability, and effective service delivery.

3. Presentation on Budget Performance

Revenue

It was reported that the local authority's revenue performance for the period under review showed varying levels of achievement across different revenue sources. Under local taxes, a total of K9,060.00 was budgeted, out of which K2,265.00 was collected, while K5,685.00 remained uncollected. Fees and charges had a budget of K235,203.00, with K58,800.75 collected and K106,377.00 outstanding. For licences, the council budgeted K6,600.00, collected K1,650.00, and had K900.00 uncollected. Levies amounted to a budget of K60,300.00, of which K15,075.00 was realized, leaving K7,986.00 uncollected.

It was further reported that permits had a budget of K1,600.00, against which K400.00 was collected and K100.00 not yet collected. Charges recorded a budget of K673,500.00, with K168,375.00 collected and K83,200.00 outstanding. Other income had a budget of K157,179.84, of which K39,294.96 was collected, while K8,322.23 remained uncollected. The Lueti Development Company contributed to the revenue with a budget of K725,000.00, actual revenue of K181,250.00, and K263,349.50 still outstanding.

It was noted that the total local revenue stood at K1,868,442.84, with K467,110.71 collected during the period and K475,919.73 remaining uncollected.

Regarding external financing, it was reported that national support amounted to a budget of K10,648,219.20, with K2,662,054.80 received and K1,835,349.98 outstanding. The Local Development Fund had a budget allocation of K28,300,000.00, of which K7,075,000.00 was received and K5,914,911.08 yet to be released.

Overall, the National Support and Development Fund Total amounted to K38, 948,219.20 in the budget, with K9,737,054.80 received and K7,750,261.06 outstanding.

The Grand Total budget for the period was reported to be K40, 816,662.04, with K10,204,165.51 collected or received, while K8,226,180.79 remained outstanding.

Expenditure

It was reported that the council's expenditure performance for the period showed varied levels of execution across different budget lines. Personal emoluments had a budget of K7,274,375.06, out of which K1,818,593.77 was spent, leaving a balance of K1,516,498.99. Office costs amounted to a budget of K69,076.00, with K17,269.00 spent and K21,495.00 remaining unspent. Under building, repair and maintenance costs, it was noted that the council had budgeted K72,000.00, incurred expenditure of K18,000.00, and had a balance of K11,592.00.

For plant, machinery and vehicle running costs, a total of K596,805.00 was budgeted, with K149,201.25 spent and K352,437.82 still available. Other administrative expenses were budgeted at K629,515.00, with K157,378.75 spent and K185,130.00 unspent. Requisites had a budget of K153,720.00, and K38,430.00 was utilized, while no balance was reported for the period.

It was further reported that services continued to account for the largest share of expenditure, with a budget of K28,718,923.41, of which K7,179,730.85 had been spent, leaving a balance of K3,651,255.39. Travel expenses within Zambia had a budget of K276,564.00, expenditure of K69,141.00, and an outstanding balance of K87,234.95. Staff training was budgeted at K185,530.00, with K46,382.50 spent and K80,968.53 remaining.

It was noted that legal costs had a budget of K10,000.00, with K2,500.00 spent and no further balance recorded. No grant expenditure was reported for the period. Under assets, the council budgeted

K1,791,977.57, spent K447,994.39, and had a balance of K163,841.80. Domestic creditors had an allocation of K313,175.96, with K78,293.99 spent and no remaining balance reported.

The Lueti Development Company was allocated K725,000.00, of which K181,250.00 was utilized, while K234,514.43 remained unspent.

Overall, it was reported that the total expenditure for the period stood at K10,204,165.50 against a total budget of K40,816,662.00, leaving a balance of K6,304,968.91.

Presentation of Budget Proposals

The Council Secretary reported that the 2025 Budget Estimates amounted to K69.48 million, representing a 30% increase from the 2024 budget of K53 million. It was explained that this increase resulted mainly from the upward adjustment of the Constituency Development Fund (CDF) from K30.6 million in 2024 to K36.1 million in 2025, the introduction of the Cash for Work Programme, and the devolution of additional government departments to the Local Authority.

Members were briefed on the Programme-Based Budget Allocations across 18 programmes aligned to the 8th National Development Plan (8NDP). Key allocations highlighted included Constituency Development at K36.06 million, Local Governance at K1.56 million, Integrated Development Planning at K515,459, Economic and Business Development at K2.65 million, Public Health and Environmental Protection at K760,447, Housing and Community Amenities at K3.52 million, Education and Skills Development at K19,241, Public Order and Safety at K759,006, Management and Support Services at K9.43 million, and Social Protection and Community Development at K10.86 million. Members acknowledged that CDF remained the largest funding stream and would drive most of the capital projects for 2025.

The Finance Department presented details of the Economic Classification, stating that allocations were as follows: Personal Emoluments at K9.54 million, Goods and Services at K15.37 million, Social Assistance Benefits at K558,171, Transfers (Grants and Other Payments) at K9.87 million, Subsidies at K8.72 million, Legal Costs at K50,000, and Non-Financial Assets at K21.64 million. Members noted that there were significant increases in Goods and Services as well as in Non-Financial Assets, attributed to planned infrastructure projects and efforts to improve service delivery.

During the review of revenue performance and projections, the Treasurer presented the 2025 approved budget, 2026 revised estimates, and 2027 projections. The meeting was informed that Local Taxes, particularly the Personal Levy, were expected to increase from K12,345 in 2025 to K14,937 by 2027.

Under Fees and Charges, members were informed that major contributors included rentals, hire of transport and equipment, market fees, and plan scrutiny fees. Rentals were projected to grow from K108,000 in 2025 to K130,680 in 2027, while the overall category was expected to increase from K189,270 in 2025 to K227,234 in 2027. Licenses, which include liquor, firearms, dogs, and other trading licenses, were projected to rise from K12,900 in 2025 to K15,609 in 2027.

For Levies, the meeting heard that key items such as livestock movement, fish levy, timber levy, grain levy, and telecommunications masts were expected to generate revenue increasing from K122,300 in 2025 to K141,683 in 2027. Under Permits, including health permits, herbalist permits, and business-hour extensions, revenue was projected to rise from K1,800 to K2,178 over the same period.

The Treasurer also reported that Charges from plots, both residential and commercial, were expected to generate K515,000 in 2025, rising to K623,150 by 2027. Members further noted that National Support (Grants) remained the council's second-largest income source after CDF, with a total allocation of K32.53 million for 2025.

Lastly, members were informed that the Local Development Fund, specifically the CDF, had been confirmed at K36,058,151 and would continue supporting community projects, skills development, empowerment programmes, and infrastructure development throughout 2025.

Presentation of the Construction of the Bus and revenue collection for local authorities

It was reported that Sikongo Town Council has been facing challenges in collecting revenue from certain business operators, including truck drivers, taxi operators, and local marketers. The main reason for non-payment was identified as the lack of essential facilities, specifically ablution blocks and a bus station where motorists could park safely while conducting business. To address this issue, the Council has identified a 250m x 250m plot of land suitable for constructing a bus station. Initially, three potential sites were considered: one near Tuuwa Road, one near the Council offices, and one behind residential houses.

Establishing a bus station is expected to resolve the problem of motorists' reluctance to pay fees, thereby improving revenue collection for the Council.

Furthermore, the construction of the Kalabo–Sikongo road is already underway, which is expected to increase traffic through Sikongo District, particularly as the area serves as a transit route to Angola. The anticipated rise in traffic and population is likely to lead to increased business activity, presenting further opportunities for revenue generation. In light of this, it is recommended that the Council expedite the approval and development of the bus station, prioritize the construction of ablution blocks at key business points, and review revenue collection strategies to align with the expected growth in economic activity.

Sikongo Town Council through the Zambia Devolution Support Programme had an opportunity to utilize the funds towards the construction of a bus station. Funds amounting to K2.7 million have been allocated to Sikongo Town Council for infrastructure development and the infrastructure should be climate smart.

4. Plenary

Member: "What is the total approved budget for Sikongo Town Council for the 2025 fiscal year, and how does it compare to last year?"

Council Secretary: "The total approved budget for 2025 is K69.48 million, representing a 30% increase from the 2024 budget of K53 million. This increase is mainly due to the adjustment of the Constituency Development Fund (CDF) from K30.6 million to K36.1 million, the introduction of the Cash for Work Programme, and the devolution of additional government departments to the Council."

Member: "Which programme has received the largest allocation in the 2025 budget?"

Finance Officer: "The Constituency Development Programme received the largest allocation at K36.06 million, and it will drive most of the capital projects for 2025."

Member: "There have been challenges in collecting revenue from certain business operators. What is the Council doing to address this?"

Council Secretary: "Revenue collection has been affected because truck drivers, taxi operators, and local marketers lack proper facilities such as ablution blocks and a designated bus station. To address this, the

Council has identified a 250m x 250m plot of land for the construction of a bus station. Establishing this facility is expected to encourage compliance and improve revenue collection.”

Member: “With the ongoing Kalabo–Sikongo road construction, how does the Council plan to leverage the expected increase in traffic and business activity?”

Treasurer: “The increased traffic will likely lead to more business activity and revenue. We recommend expediting the development of the bus station, prioritizing ablution blocks at key trading points, and reviewing revenue collection strategies to align with anticipated growth.”

Member: “Has the Council received funding support for infrastructure development under the Zambia Devolution Support Programme?”

Council Secretary: “Yes, Sikongo Town Council has been allocated K2.7 million for infrastructure development. All projects funded under this programme are required to be climate-smart, ensuring sustainable and environmentally friendly construction.”

5. Resolution

Resolved that

That Council approves the construction of a bus station on the identified 250m × 250m plot to improve revenue collection from truck drivers, taxi operators, and local marketers. The project shall incorporate climate-smart infrastructure principles in line with the Zambia Devolution Support Programme requirements.

Resolved that

the Council expedites the construction of ablution blocks at strategic business points and reviews revenue collection strategies to align with the anticipated increase in traffic and business activity due to the ongoing Kalabo–Sikongo road construction.

Resolved that

the 2025 Budget Estimates totaling K69.48 million be adopted, with particular emphasis on allocating the largest share of resources to the Constituency Development Fund (CDF) to drive capital projects, community development, skills empowerment programmes, and infrastructure improvements throughout the fiscal year.

6. Action Points Agreed Upon

The Council shall initiate the construction of a bus station on the identified 250m × 250m plot. This project will be designed and implemented with climate-smart infrastructure principles, ensuring sustainability and resilience. The bus station aims to enhance revenue collection from truck drivers, taxi operators, and local marketers, while also improving transport and business efficiency in the area. Detailed project plans, procurement processes, and timelines will be developed and monitored to ensure timely completion.

The Council will expedite the construction of ablution blocks at key business points to improve sanitation and public convenience for traders and commuters. In parallel, the Council will conduct a comprehensive review of revenue collection strategies, taking into account the anticipated increase in traffic and business activity resulting from the ongoing Kalabo–Sikongo road construction. This review will ensure that revenue systems are optimized and aligned with the projected growth in commercial activity.

The Council shall implement the 2025 Budget Estimates totaling K69.48 million, with a focus on the Constituency Development Fund (CDF) as the largest allocation. Resources from the CDF will be strategically deployed to drive capital projects, support community development initiatives, promote skills empowerment programs, and improve infrastructure across the constituency. Monitoring and evaluation mechanisms will be established to track project execution, ensure accountability, and achieve the intended social and economic impacts throughout the fiscal year.

7. Next Meeting

Date : 22nd December 2024

Time : 10: 00 hrs

Location : Sipopa Hall

8. 7.Closing Remarks

The Chairperson thanked all attendees for their contributions and emphasized the importance of continued dialogue between the community and the Council. The meeting was officially closed at 12:30 PM.

Prepared By: Choolwe Masilani
Secretariat

Sign:



Chairperson : Julius Katuka
Council Secretary

Sign :

