

# ZIMBA TOWN COUNCIL

## MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE, ZIMBA ON THURSDAY, 18<sup>th</sup> JULY, 2024 AT 09:00 HOURS.

### PRESENT:

Councillors:	Edgar Meleki	Committee Chairperson
	Maunga Douglas	
	Anne Mutunda	
	Tobias Kenabanyama	Vice Council Chairperson (Ex-Officio)
	Chigora Loveness	Council Chairperson (Ex-Officio)

### IN ATTENDANCE

Siasinyanga Christopher	Council Secretary
Luzendi S. Kawangu	Director Finance
Josephine Chiila	Director Planning
Maimbolwa Sianga	Director Human Resource and Administration
Victor Mbaimbai	Director Engineering
Chibutu Nosiku	Chief Human Resource Officer
Emmanuel Mweemba	Social Economic Planner
Mainza Maambo	Social Economic Planner
Sarah Hanyama	Social Economic Planner
Marian Chiposa	Accountant
Aaron Chamba	Assistant Internal Auditor
Mastone Moonze	Public Relations Officer
Brian Mwamba	Assistant Procurement Officer
Livia Sikaale	Assistant Committee Clerk
Muchimba Winner	Committee Clerk ( <i>Recorder</i> )

### PRAYER

The meeting was opened in a word of prayer by Director Planning, Miss Josephine Chiila.

### NOTICE OF MEETING

The notice convening the meeting was read and the meeting called to order at 10:00 hours.

### **FGP/674/07/24 2024 MEDIUM TERM EXPENDITURE FRAMEWORK BUDGET APPROVAL**

The Director Finance reported that the 2024 budget was approved on 21<sup>st</sup> March 2024 which granted the Council the authority to commence all budgeted expenditure.

It was stated that the 2024 budget estimates stood at **K 60,357,855**

It was also stated that the following amounts had been allocated to the Departments of the Council to function in the year ending 31<sup>st</sup> December, 2024:

S/N	DEPARTMENT	AMOUNT (ZWM)
1	Human Resource and Administration	6,939,720.00
2	Finance	3,208,770.00
3	Planning	33,861,403.90
4	Works	11,605,935.62
5	District Health	4,304,823.98
6	Veterinary services	171,613.12
7	Sports and Arts	258,620.69
8	Tourism	4,000.00
9	Archives	2,968.00
	<b>TOTAL</b>	<b>60,357,855.31</b>

The table below illustrates the total revenue budgeted and the sources of funding.

S/N	SOURCE OF FUNDING	AMOUNT (ZWM)
1	Local Government Equalization Fund	11,988,479.88
2	Constituency Development Fund	30,635,641.96
3	Devolution Capital Grant	3,720,000.00
4	Vehicle Licensing Grant	3,742,847.05
5	Local Revenue	5,105,733.51
6	Devolved Sector	5,165,152.91
	<b>TOTAL</b>	<b>60,357,855.31</b>

**The report was NOTED**

#### **FGP/675/07/24 GRANTS RECEIVED FROM THE GOVERNMENT**

It was brought for the attention of the Committee that Zimba Town Council received a sum of **K1,943,091.16** as the Local Government Equalization Fund (LGEF) from the Central Government in the First Quarter of 2024.

Below is a tabulation of the amounts received during the three (3) months period:

S/N	DATE RECEIVED	AMOUNT RECEIVED (ZWM)
1	31 <sup>st</sup> January, 2024	971,545.58
2	29 <sup>th</sup> March, 2024	971,545.58
	<b>TOTAL</b>	<b>1,943,091.16</b>

It was further reported that the Council was up to date in complying with submission of LGEF Expenditure Returns to the ministry.

**The report was NOTED**

**FGP/676/07/24 CONSTITUENCY DEVELOPMENT FUND RECEIVED FROM THE GOVERNMENT**

Members were informed that Zimba Town Council had not yet received any funds for 2024 CDF allocation for Mapatizya Constituency from Central Government in the first quarter of 2024.

It was further reported that the funds were meant to cater for Secondary Boarding Schools and Skills Development Bursary, Youth, Women and Community Empowerment, Community Projects and Administrative Costs.

The report was **NOTED**

**FGP/677/07/24 ACCOUNTS RECEIVABLES AS AT 31<sup>st</sup>MARCH 2024**

It was reported that during the period under review, the Council was owed a total of **K231,801.9** by various individuals and organizations. Committee members expressed concern that there was need to come up with a strategy to enhance revenue collection. The committee advised Management that the debtors who are failing to pay, bailiffs can be engaged on them.

Details were as per attached *Appendix A*

**RESOLVED THAT;**

The Council must engage bailiffs on debtors who are failing to settle their dues to the Council.

**FGP/678/07/24 ACCOUNTS PAYABLE AS AT 31<sup>st</sup> MARCH 2024**

It was further reported that the Council owed institutions and individuals a sum of **K10,732,216.27**. The said amounts were in relation to the supply of goods and services as well as staff dues and statutory obligations.

Details were as per attached *Appendix B*

The report was **NOTED**

**FGP/679/07/24 RECEIPTS AND PAYMENTS 1<sup>ST</sup> QUARTER 2024**

**A. RECEIPTS**

It was brought to the attention of the Committee that a sum of **K 1,499,486.58** had been received during the Three (3) months period from January to March, 2024. This amount constituted of several revenue vaults with some of the most notable revenues being National Support **K 971,545.58**.

It was stated that the locally generated revenue collected amounted to **K629,599.75** with an efficiency of **49 %** and broken down as Fees and charges **K 467,633.00**, Permits **K 99,093.00** and Local Taxes **K65,363.75**.

It was noted that the total revenue translated into a collection efficiency of **10 %** against the total quarterly budget.

**B. PAYMENTS**

It was further reported that during the three (3) months period from January to March 2024, the Council spent a sum of **K6,639,238** on various items of the budget giving a cumulative performance of **11.58 %** against the quarterly budget.

See details of receipts and payments on attached *Appendix C*.

The report was **NOTED**

**FGP/680/07/24 PROPOSED UPWARD ADJUSTMENT MINERAL LEVY**

It was reported for the attention of the Committee that subject to the Constitution and Business Regulatory Act, 2014. (Cap 1 Act No. 3 of 2014), a Local Authority may make by-laws to impose a levy on leviable persons carrying on a business, trade, occupation or purchasing or selling a commodity within the area of the local authority.

It was further reported that Zimba Town Council had been charging a levy of K30/Tone on transportation of minerals since 2019 and a levy of K20/Head as cattle levy since 2014.

It was from the view of the above that an upward adjustment of Mineral Transportation and Cattle levies be recommended as tabulated below;

<b>S/N</b>	<b>Type of Levy</b>	<b>Current Charge</b>	<b>Proposed Charge</b>
1	Mineral Transportation Levy		<b>K1000</b> for cars and vans <b>K1500</b> for light trucks and tractors <b>K3000</b> for big trucks and tippers
2	Cattle Levy	<b>K20/Head</b>	<b>K25/ Head</b>

After a lengthy deliberation and upon a proposal by Councillor Maunga Douglas duly seconded by Councillor Anne Mutunda, it was;

**RECOMMENDED That;**

The upward adjustment for Mineral Transportation levy at K1000 for cars and vans, K1500 for light trucks and tractors, K3000 for big trucks and tippers and K25/ Head cattle levy be **approved**

**FGP/681/07/24 DEVOLUTION CAPITAL GRANT RECEIVED (K623,807.84)**

It was brought to the attention of the Committee that Zimba Town Council was in receipt of a sum of **K623,807.84** from Ministry of Finance and National Planning (MoFNP) for the grading of township roads within Zimba district.

Members wanted to know which township roads were to be worked on and how many kilometers were going to be covered.

In response it was stated that the full information on which township roads and kilometers to be covered will be reported in Plans and Works Committee meeting.

Thereafter the report was **NOTED**

**FGP/682/07/24 ENGAGEMENT OF AIRTEL ZAMBIA LIMITED FOR MOBILE MONEY PAYMENT AND BULK SMS**

It was reported for consideration of the Committee that in order to address challenges faced with revenue management, Zimba Town Council had commenced implementation of an accounting system embedded with a module to be linked to bulk SMS and fiscal cadaster map for easy client billing.

Members were informed that Zimba Town Council had held discussions with Airtel Zambia Limited to provide Zimba Town Council with the bulk SMS services as highlighted below;

1. Broadcasting of messages to clients and
2. Mobile payment platform (electronic payment ecosystem).

After a lengthy deliberation and upon a proposal by Councillor Anne Mutunda duly seconded by Councillor Maunga Douglas, it was;

**RECOMMENDED That;**

Engagement of Airtel Zambia Limited for mobile money payment and bulk SMS be approved.

There being no other business to transact upon, the meeting was declared closed at 11:14 hours followed by a prayer from the Accountant Mis Marian Mutale Chiposa

**CONFIRMED THIS.....DAY OF.....2024.**

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**EDGAR MELEKI  
COMMITTEE CHAIRPERSON**