

ZIMBA TOWN COUNCIL

MINUTES OF FINANCE, HUMAN RESOURCE AND GENERAL PURPOSE COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE, ZIMBA ON FRIDAY, 11TH APRIL, 2025 AT 09:00 HOURS

PRESENT:

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

ABSENT OF APOLOGY

Chigora Loveness	Council Chairperson (Ex-Officio)
------------------	----------------------------------

IN ATTENDANCE

Collins Simoonga	Council Secretary
Luzendi S. Kawangu	Director Finance
Vincent Mwansa	Director Human Resource and Administration
Bridget Mulenga Banda	District Community Development Officer
Randy Nchimunya	District Social Welfare Officer
Mebelo Wamulume	District Fisheries and Livestock Coordinator
Notulu Tembo	District Agricultural Information Officer
Sarah C. Hanyama	Social Economic Planner
Marian Chiposa	Accountant
Chimuka Siatembo	Internal Auditor
Brian Mwamba	Assistant Procurement Supplies Officer
Tabo Sitali	Senior Health Inspector
Mastone Moonze	Assistant Public Relations 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 Ms Annety Hamachili

NOTICE OF MEETING

The notice convening the meeting was read and the meeting called to order at 09:30 hours.

REPORT OF THE DIRECTOR FINANCE

The report of the Director Finance circulated to all Councillors was received.

FHSGP/948/04/25 2024 MEDIUM TERM EXPENDITURE FRAMEWORK BUDGET ADJUSTMENT APPROVAL

The Director Finance reported that the 2024 adjusted budget was approved on 17th March 2025 which gave the Council the authority to commence all budgeted expenditure.

The 2024 budget estimates have been adjusted from **K60,357,885.31** to **K73,960,308.15** making it an upwards adjustment of **K13,602,452.84**. The following amounts have been allocated to the Departments of the Council to function in the year ending 31st December, 2024:

S/N	DEPARTMENT	AMOUNT (ZWM)
1	Institutional Management	797,279.00
2	Human Resource and Administration	5,639,798.00
3	Finance	2,522,324.00
4	Planning	38,397,690.00
6	Engineering Services	8,474,076.00
9	Housing and Social Services	18,129,141.00
	TOTAL	73,960,308.15

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

S.No.	SOURCE OF FUNDING	AMOUNT (ZWM)
1	Local Government Equalization Fund	11,988,479.88
2	Constituency Development Fund	36,058,150.60
3	Devolution Capital Grant	2,694,736.84
4	Sector Grant	17,811,894.93
5	Roads Grant	3,742,847.05
6	Health Grant	4,304,823.98
7	Grant in lieu of rates	400,000.00
8	Local Revenue	2,381,883.51
	TOTAL	73,960,308.15

The report was **NOTED**

FHSGP/949/04/25 GRANTS RECEIVED FROM THE GOVERNMENT

Members were informed that **Zimba Town Council** received a total amount of **K3,145,700.08** as the Local Government Equalization Fund (LGEF) from the Central Government in the First Quarter of 2025.

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

S/N	DATE RECEIVED	AMOUNT RECEIVED (ZWM)
1	31 st January, 2025	1, 068,592.23
2	5 th March, 2025	1,067, 206.59
3	31 st March, 2025	1,009,901.26
	TOTAL	3,145,700.08

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**

FHSGP/950/04/25 CONSTITUENCY DEVELOPMENT FUND RECEIVED FROM THE GOVERNMENT

It was reported that Zimba town Council received a total amount of K2,000,000.00 as 2025 CDF allocation for Mapatizya Constituency from Central Government in the First quarter of 2025. It was stated that these funds were meant to cater for Secondary Boarding Schools and Skills Development Bursary, Youth, Women and Community Empowerment, Community Projects and Administrative Costs.

S/N	DATE RECEIVED	AMOUNT RECEIVED (ZWM)
1	7 th February, 2025	2,000,000.00
	TOTAL	2,000,000.00

NOTE: The amount received was as a balance of the 2024 CDF funding.

The report was **NOTED**

FHSGP/951/04/25 ACCOUNTS RECEIVABLES AS AT 31ST MARCH 2025

It was brought to the attention of the Committee that during the period under review, the Council was owed a total of **K 16,600.00** by various individuals and organizations.

Details are as per attached *Appendix A*

The report was **NOTED**

FHSGP/952/04/25 ACCOUNTS PAYABLE AS AT 31ST MARCH 2025

Members were informed that the Council owed institutions and individuals a sum of **K 12,054,797.49** for the year end March 2025. The said amounts were in relation to the supply of goods and services as well as staff dues and statutory obligations.

Details are as per attached *Appendix B*

The report was **NOTED**

FHSGP/953/04/25 RECEIPTS AND PAYMENTS 1ST QUARTER 2025

A. RECEIPTS

It was reported that a sum of **K 12,854,939.31** had been received between January to March 2025. This amount constitutes of several revenue vaults with some of the most notable revenues being National Support **K 12,126,432.78**, Fees and charges **K 382,426.00**, Permits **K 126,147.00**

and Local Taxes **K 29,532.53**. The total revenue translated into a collection efficiency of **58 %** against the quarterly budget.

B. PAYMENTS

During the period January to March 2025, the Council spent a sum of **K12,749,716.02** on various items of the budget giving a cumulative performance of **57 %** against the quarterly budget.

See details of payments on attached *Appendix C*.

The report was **NOTED**

FHSGP/954/04/25 INCREASE OF THE BANK RENTAL FEES

It was reported that in light of the economic fluctuations, management seeks approval to increase the rental fees paid by the bank from **K7,500.00 to K15,000.00** effective January 2025.

Members deliberated on the matter and on a proposal by Councillor Ivan Seemani duly seconded by Councillor Douglas Maunga, it was;

RECOMMENDED That;

The increase of the rentals by Indo Zambia Bank from K7,500 to K15,000 effective January 2025 be approved

FHSGP/955/04/25 INCREASE OF TRANSPORTATION OF MILK FEE

It was reported that Zimba Town Council had been charging a fee of K5.00 on the transportation of milk products. **There is therefore need to charge an economic value considering that the charge has been in place since 2013 and management therefore seeks the approval of the committee to adjust upwards the charge to K10.00.**

After a lengthy deliberation on the matter and on a proposal by Councillor Anne Mutunda, duly seconded by Councillor Ivan Seemani, it was;

RECOMMENDED That;

FHSGP/956/04/25 REQUEST TO STANDARDISE TRANSPORT ALLOWANCE

It was brought to the attention of the Committee that the local authority experiences challenges with regard to officers acquitting for transport allowance when they undertake official trips. In light of the above, management wished to seek the approval of the committee for standardization of transport allowance as tabulated below;

LOCATION	AMOUNT
Zimba to Lusaka	K 1,500.00

Zimba to Chongwe	K 1,600.00
Zimba to Siavonga	K 1,000.00
Zimba to Mazabuka	K 800.00
Zimba to Monze	K 700.00
Zimba to Choma	K 600.00
Zimba to Livingstone	K 400.00

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

RECOMMENDED That;

FHSGP/957/04/25 UPDATING OF THE 2019 KALOMO AND ZIMBA TOWN COUNCILS' VALUATION ROLL

It was reported for consideration of the Committee that the extended period of the 2019 valuation roll for Kalomo and Zimba Town Council comes to an end in December 2025. Kalomo Town Council together with Zimba Town Council wrote to the department of valuation and property management regarding the matter and we have been advised in accordance with section 3 (5) of the rating Act no. 21 of 2018, to engage a valuation surveyor in private practice to update the valuation roll.

Management therefore seeks the approval of the committee to engage a private valuer in partnership with Kalomo Town Council. Kindly find attached the letter from the Department of Evaluation and Property Management.

See details on attached *Appendix D*.

Members deliberated on the matter and on a proposal by Councillor Douglas Maunga duly seconded by Councillor Ivan Seemani, it was;

RECOMMENDED That;

Zimba Town Council to engage a private valuer in partnership with Kalomo Town Council be approved

FHSGP/958/04/25 ADDITION OF SIGNATORY TO DEVOLVED SECTOR BANK ACCOUNT

It was reported that following full devolution of the functions under Agriculture, Fisheries and Livestock, therefore, there was need to include the District Agricultural Coordinator (DACO) and the District Fisheries and Livestock Coordinator (DFLC) as signatories to the Devolved Sector bank account. Therefore, Mr. Duncan Nyirengo (DACO) and Mr. Mebelo Wamulume (DFLC) be added as signatories on panel A.

Members deliberated on the matter and on a proposal by Councillor Douglas Maunga duly seconded by Councillor Anne Mutunda, it was;

RECOMMENDED That;

The additional of Mr. Duncan Nyirengo District Agricultural Coordinator and Mr. Mebelo Wamulume District Fisheries Livestock Coordinator as Bank signatories to the Devolved Sector bank account on panel A be approved

FHSGP/959/04/25 FORMATION OF COMMITTEE TO OVERSEE OPERATIONS OF COMMERCIAL VENTURE UNDERTAKINGS (TREKKERS GUEST HOUSE AND TRUCKYARD BAR AND RESTAURANT)

It was brought to the attention of the Committee that in an effort to enhance operations at the Councils Commercial Ventures, there was need to have an independent Committee that would be providing an oversight role on the operations of the commercial ventures and would be making recommendations to management on challenges faced and ways to improve operations at the commercial ventures.

Management therefore recommended the Committee to comprise of the following officers;

S/N	NAME	POSITION
1	Mr Luzendi Sandona	Director of Finance
2	Mr Vincent Mwansa	Director of Human Resource and Administration
3	Ms Annetty Hamachili	Director of Planning
4	Mr Tabo Sitali	Senior Health Inspector
5	Ms Nosiku Chibutu	Chief Human Resource Officer
6	Ms Arrabel Mwanza	Ag Chief Procurement Officer
7	Ms Chimuka Siatembo	Internal Auditor
8	Mr Muuka Mapuwo	Assistant Commercial Manager
9	Mr Webster Mukonka	Ag Licensing Officer

Members deliberated on the matter and on a proposal by Councillor Douglas Maunga duly seconded by Councillor Ivan Seemani, it was;

RECOMMENDED That;

The formation of the Committee to oversees the operations of the Commercial Ventures be approved

FHSGP/960/04/25 SOLID WASTE MANAGEMENT BINS

It was reported that Council procured 40 bins under solid waste management initiative. This procurement aligned with Council's ongoing efforts to enhance waste management within our town and promote a cleaner and healthier environment.

It was stated that in order to ensure sustainability and proper use of these bins; all shop owners would be required to pay a minimal monthly fee as tabulated below;

Retail Shops	K50.00
Wholesale and other businesses	K100.00

After a lengthy deliberation on the matter and on a proposal by Councillor Ivan Seemani duly seconded by Councillor Anne Mutunda, it was;

RECOMMENDED That;

The payment of K500 by retail shop and K1,000 by wholesale and other businesses owners be approved

THE REPORT OF THE DIRECTOR HUMAN RESOURCE AND ADMINISTRATION

The report of the Director Human Resource and Administration circulated to all Councillors was received

FHSGP/961/04/25 STAFF RETURNS AS AT 31ST MARCH 2025.

Members were informed that as Zimba Town Council the staff number stands at 135 as at 31st March, 2025 as Tabulated below.

DIVISION 1		DIVISION 2		DIVISION 3		CONTRACTUAL WORKERS		DIVISION 4		GRAND TOTAL
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
16	13	11	10	15	17	4	2	33	14	135
29		21		32		6		47		
									Total Male	79
									Total Female	56

The report was **NOTED**

There being no other business, the meeting was declared closed at 11:42 hours followed by a prayer from the District Social Welfare Officer Mr. Randy Nchimunya.

CONFIRMED THIS.....DAY OF.....2025.

SIGN:
COMMITTEE CHAIRPERSON