

ZIMBA TOWN COUNCIL

MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE, ZIMBA ON TUESDAY 16TH APRIL, 2024 AT 10:30 HOURS.

PRESENT:

Councillors:	Loveness Chigora	Council Chairperson
	Tobias Kenabanyama	Deputy Council Chairperson
	Agent Munenge	
	Michael Majuba	
	Stanford Bbeule	
	Charles Sichaabi	
	Edgar Meleki	
	Michelo Simweemba	
	Mutunda Anne	
	Siachibaka Mabby	
	Siabasimbi Lweendo	
	Maunga Douglas	

ABSENT WITH APOLOGY

Timothy Masaka	His Royal Highness (<i>Chief Sipatunyana</i>)
Sekeleti Abbson	

IN ATTENDANCE:

Officers:

Christopher Siasinyanga	Council Secretary
Sianga Maimbolwa	Director Human Resource and Administration
Luzendi S. Kawangu	Director Finance
Mbaimbai Victor	Director Engineering
Dr. Milimo Kayawa	District Health Director
Wamulume Mebelo	District Fisheries and Livestock Coordinator
Vincent Mwaanga	Chief Administrative and Committee Officer
Nosiku Chibutu	Chief Human Resource Officer
Bridget M. Banda	District Community Development Officer
Simon Mtayachalo	Social Economic Planner
Rebecca Tembo	Water and Sanitation Engineer
Gershom Mwale	Planner (Education)
Aaron Chamba	Assistant Internal Auditor
Mastone Moonze	Public Relations Officer
Chishimba Charity	ag Assistant Commercial Manager
Brian Mwamba	Assistant Procurement Officer
Muchimba Winner	Committee Clerk (<i>Recorder</i>)

IN ATTENDANCE BY INVITATION: -

Calvin Ntalasha	Executive Officer
Lazarus Sikawaala	Community Member
Community Member	

NATIONAL ANTHEM AND PRAYER

The National Anthem was sung, thereafter, Councillor Charles Sichaabi opened the meeting in word of prayer.

NOTICE OF MEETING

The notice convening the meeting was read by the Council Secretary and the meeting was called to order at 10:30 hours.

WELCOME REMARKS

Prior to the commencement of the meeting, the Council Chairperson welcomed the members for the meeting and requested them to participate freely during the meeting.

Councillors were further urged to serve members of the community and encouraged them to be fully involved in the Council decision-making processes.

CHAIRPERSON'S COMMUNICATION AND ANNOUNCEMENT

The Council Chairperson made the following communications and announcements, that;

On **1st January, 2024**, the Council Chairperson and Zimba ward Councillor hon. Anne Mutunda visited the maternity ward at Zimba Mission Hospital to welcome 10 Children that were born on the first day of the year 2024 and they handed out some humpers and encouraged the mothers. They appreciated the good service delivery provided by the health workers at Zimba mission hospital to our expecting mothers.

On **7th January, 2024** the Council Chairperson travelled to Mayoba village to meet the president of the republic of Zambia Mr. Hakainde Hichilema and the first lady Mrs. Mutinta Hichilema at their farm.

The President emphasized the need for us to continue championing the development agenda enshrined in the united party for national development manifesto.

On **25th January, 2024** the Council Chairperson held a CDF sensitization meeting at Chitumbi primary school where she encouraged women in rural areas to form clubs and apply for CDF empowerment loans and grants.

She further implored the Honorable Councillors not to get tired of sensitizing the people on a number of government empowerment programs, as there were a number of people that were not aware of many empowerment programs that the government was spearheading.

On **26th January, 2024** the Council Chairperson conducted cholera sensitization meetings at Zimba main market and Mawaya compounds where she cautioned the people to observe good hygiene to avoid contracting cholera.

Members were informed that they resolved with the traders that the council should start sending a tractor to collect garbage in Mawaya compound as opposed to the previous situation when there was resistance from the community.

The Council Chairperson informed the members that on **7th February, 2024**, she was among the dignitaries that witnessed the awarding of motorbike loans and financial grants to 188 youths in Kabanga by the minister of sports and arts Honorable Elvis Nkandu MP. It was also stated that the Council Chairperson was pleased to see a number of young people benefiting from this initiative by the ministry of sports and arts.

On **29th February, 2024** the Council Chairperson attended the symposium for the Institute of Local Government Administrators of Zambia –ILGAZ where various stake holders’ agriculture companies and banks showed interest to work with the Local Authorities. It was also mentioned that Council Chairpersons and mayors should take keen interest in monitoring CDF projects at any time they feel like.

Members were informed that on **8th March, 2024**, the Council Chairperson was one of the dignitaries that attended the international women’s day celebrations graced by His Excellence President Hakainde Hichilema in Livingstone. It was stated that the President emphasized on the need for Local Authorities to utilize constituency development fund in addressing water and sanitation challenges.

On **12th March, 2024**, the Council Chairperson attended youth day celebrations where she reiterated the need for the youths to take interest in national development.

In conclusion, the Council Chairperson welcomed the public again for the meeting, and urged them to take time to follow the deliberations from the Honorable Councillors.

OC/593/04/24 CONFIRMATION OF MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 31ST OCTOBER, 2023

Minutes of the Ordinary Council meeting held on 31st October, 2023 were presented to the house for confirmation of which members scrutinised and deliberated upon, after which and on a proposal by Councillor Meleki Edgar duly seconded by Councillor Michelo Simweemba, it was;

RESOLVED That;

Minutes of the Ordinary Council meeting held on 31st October, 2023 (Minute No. OC/525/10/23 – OC/532/10/23), be confirmed as a true record of the proceedings of the Council.

OC/594/04/24 ADOPTION OF THE MINUTES OF THE AUDIT COMMITTEE HELD ON 7TH DECEMBER, 2023

Minutes of the meeting of Audit Committee were presented to the house for adoption after which members deliberated and on a proposal by Councillor Agent Munenge and duly seconded by Councillor Lweendo Siabasimbi, it was;

RESOLVED That;

Minutes of the Audit Committee meeting held on 7th December, 2023 (Minute Nos. AUD/534/12/23– AUD/539/12/23), be adopted as part of the proceedings of the Council. with an amendment;

On the attendance list the name “Saisinyanga” to read as “Siasinyanga”

OC/595/04/24 ADOPTION OF THE MINUTES OF PLANS, WORKS, DEVELOPMENT AND SOCIAL SERVICES COMMITTEE MEETING HELD ON 4TH JANUARY, 2024

Minutes of the Plans Works and Social Services Committee were presented to the house for adoption after which members deliberated upon and on a proposal by Councillor Siachibaka Mabby and duly seconded by Councillor Charles Sichaabi, it was;

RESOLVED That;

The minutes of the Meeting of Plans, Works, Development and Social Services Committee held on 4th January, 2024 (Minute Nos. PWD/545/01/24– PWD/582/01/24), be adopted as part of the proceedings of the Council.

OC/596/04/24 ADOPTION OF THE MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 15TH FEBRUARY, 2024

Minutes of the meeting of Finance and General Purposes Committee were presented to the house for adoption after which members deliberated and on a proposal by Councillor Edgar Meleki and duly seconded by Councillor Douglass Maunga, it was;

RESOLVED That;

Minutes of the meeting of Finance and General Purposes Committee held on 15th February, 2024 (Minute Nos. FGP/583/02/24 – FGP/590/02/24), be adopted as part of the proceedings of the Council.

OC/597/04/24 CHANGE OF POSITIONS

The Council Secretary reported that in line with Government Decentralization policy, the Local Government Service Commission had regraded the following officers to new positions as indicated hereunder and they had since received their letters.

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| i. Council Treasurer | – Director Finance |
| ii. Deputy Council Secretary | – Director Human Resource and Administration |
| iii. Director of Works | – Director Engineering |
| iv. District Planning Officer | – Director Planning |
| v. Deputy Council Treasurer | – Chief Accountant |
| vi. Chief Administrative Officer | -Chief Administrative and Committee Officer |
| vii. District Accountant | – Accountant |
| viii. Water and sanitation coordinator | - water and sanitation engineer |

The report was **NOTED**

OC/598/04/24 STAFF TRANSFERS

1. Arabel Mwanza- Procurement Officer

It was brought to the attention of the Council that the Local Government Service Commission had transferred Madam Arabel Mwanza from Mumbwa Town Council to Zimba Town Council in the same capacity as procurement officer.

2. Charity Chishimba- Assistant Commercial Manager

Members were also informed that the Local Government Service Commission had further transferred madam Charity Chishimba on promotion from Mungwi Town Council to Zimba Town Council as Assistant Commercial Manager. The officer reported and had since started work.

The report was **NOTED**

OC/599/04/24 CHANGE OF SIGNATORIES ON PANEL A OF DONOR FUNDED ACCOUNTS

It was reported that following the devolution of Ministries to the Council, Ministry of Finance and National Planning had issued a treasury and financial management circular number 04 of 2024 to Principal officers in Local Authorities giving instructions on the accounting for Donor funds maintained under the Devolved Ministries. The circular had further guided that signatories on panel A for Donor Funded accounts who are accounting officers should be

replaced by signatories on panel A of existing Council accounts who are accounting officers while panel B of donor funded accounts should be maintained by existing signatories from devolved ministries who are non-accounting officers to enhance accountability of donor funds.

Therefore, it was recommended that the signatories on panel A of the Donor funded accounts be replaced with the existing signatories on panel A from the Local Authority who are accounting officers.

The following were the donor funded accounts maintained by the Ministry of health and Veterinary Department.

1. ZIMBA MISSION HOSPITAL

1. CDC
2. PEACE/SIDA

PANEL A - MINISTRY OF HEALTH (MOH)

EXISTING SIGNATORIES

Mr. Patrick Chivumo	Assistant Accountant
Ms. Precious Zulu	Assistant Accountant

PANEL B- MINISTRY OF HEALTH (MOH)

SIGNATORIES

DR Madiondo Katende	Medical officer In-charge
Ms. Marrian Mutoloki	Hospital Administrator
Brenda Muleya	Nursing Officer

2. DISTRICT HEALTH OFFICE

Zimba District Medical – CDC
Zimba District Medical Office - SIDA DFID

SIGNATORIES FOR ALL 3 ACCOUNTS

PANEL A

Sandona Kawangu Luzendi	Director of Finance
Precious Zulu	Assistant Accountant
Fredrick Nyoni	Accountancy Assistant

PANEL B

Dr. Milimo Kayawa	District Health Director
Engiwe Penyani	Human Resource Management Officer
Stanley Sakala	Planner

3 MINISTRY OF FISHERIES AND LIVESTOCK

PANEL A

Mwango Mubanga

Panel B

Wamulume Mebelo

NEW SIGNATORIES FOR DONOR FUNDED ACCOUNTS

PANEL A

Mr. Sandona Kawangu Luzendi	Director of Finance
Mr. Pupwe George	Chief Accountant
Ms. Marian Chiposa	Accountant

After a lengthy deliberation on the matter and upon a proposal by Councillor Douglas Maunga duly seconded by Councillor Micheal Majuba, it was;

RESOLVED THAT:

The proposed change of signatories on Panel A of a Donor Funded Accounts by the Ministry of Health and Veterinary Department be **approved**

There being no other business to transact upon, the meeting was declared closed at 14:30 hours with a closing prayer from the Chief Committee and Administrative Officer Mr. Mwaanga Vincent.

SIGNED THIS.....DAY OF..... 2024

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CHIGORA LOVENESS
COUNCIL CHAIRPERSON