



LUSANGAZI TOWN COUNCIL

OFFICE OF THE COUNCIL SECRETARY
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Lusangazi town council/Zone 3, Chisamba
Lusangazi - Zambia

MINUTES FOR STAKE HOLDERS MEETING HELD ON WEDNESDAY 30TH OCTOBER, 2024 AT THE CIVIC CENTRE IN LUSANGAZI DISTRICT AT 10:00 HOURS.

OPENING PRAYER:

The National Anthem was sung and a prayer was given by Mr Jason Chembe and the meeting was declared open at 11:02 hours.

SELF INTRODUCTION

Everyone present was asked to introduce themselves.

SHM/01/10/24: WELCOMING REMARKS BY THE COUNCIL CHAIRPERSON

The Council Chairperson welcomed everyone to the meeting, he informed them that the purpose of the meeting was to discuss the budget. He mentioned that when we talked about budget, we didn't mean money but development. Therefore, he urged everyone to feel free and participate fully because they were there to discuss the development of the district not at ward level.

He further informed the members that next year 2025 we shall be conducting our stakeholders meeting in our community hall which was about to be built in our District.

Furthermore, he introduced the new Council Secretary to the members.

SHM/02/10/24: REMARKS BY THE USAID

The Citizen Engagement Officer, welcomed everyone present, and informed them that the USAID Local Government Impact worked in conjunction with Councils, their aim was to help the community to be engaged in the budgeting process and also to acquire knowledge on how the Constituency Development Fund (CDF) was going on.

He thanked everyone for coming.

SHM/03/10/24:

REMARKS BY THE COUNCIL SECRETARY

The Council Secretary welcomed everyone present, and informed them that it was mandatory to conduct stakeholders meeting because it was the first step for the budget process.

He urged everyone to minimise movements and pay total attention

He requested the members to participate fully and submit what was required to be done in their wards.

However, the Council Secretary informed the members about the construction of a big community hall which was about to be built in the district which will be accommodating a lot of people

He further encouraged the team work.

SHM/04/10/24:

PRESENTATION FROM THE DIRECTOR FINANCE

The Chief Accountant presented the 2024 local revenue as tabulated in the table below.

NO	REVENUE	APPROVED BUDGET	COLLECTED AS AT 30 TH SEPTEMBER	PERCENTAGE
1.	LOCAL TAXES	47,454.00	9,438.00	19.90
2.	FEES AND CHARGES	904,925.00	286,413.00	31.70
3.	LEVIES	204,857.00	88,240.00	43.10
4.	PERMITS	54,980.00	24,620.00	44.80
5.	LICENSES	31,640.00	12,370.00	31.4
6.	OTHER INCOME	90,000.00	11,600.00	12.90
	TOTAL	1,333,856.00	432,689.00	32.40

Members stated that the performance for 2024 was poor

In response the Chief Accountant stated that the Council depends much on grain levies now that the farming season for 2024 was not good it affected the levies collection.

Furthermore, he reported that even the Charges collection was less because of the land conflict which was there between Council and the Settlers.

It was recommended that the ward development committee should appoint revenue agents for the Council to assist in the collection of revenue and that the appointed revenue agents should be submitted to the Council so that they can go under training.

Therefore the (USAID) Local Government impact stated that they would be conducting the training for the appointed revenue agents on behalf of the Council.

Members **NOTED**.

SHM/05/10/24: REVENUE ESTIMATES FOR 2025

The Chief Accountant informed the members that as per guideline from the Ministry, the Council was advised to set aside 40% from the total budget for capital projects and service delivery.

The revenue estimates for 2025 was shown in the table below

NO.	REVENUE	ESTIMATES
1.	NATIONAL SUPPORT	39,950,269.41
2.	CONSTITUENCY DEVELOPMENT FUND	36,058,150.59
	TOTAL	76,008,420.00

Members **NOTED**.

SHM/06/10/24: 40% SERVICE PROVISION FOR 2025

The Chief Accountant presented the projects to be undertaken in 2025 using the 40% of the total budget as a minimum on service provision. The proposed projects were as follows:

NO	TYPE OF SERVICE	ESTIMATES
1	INSTALLATION OF STREET LIGHTING (7KM)	1,200,000.00
2.	CONSTRUCTION OF A LIBRARY	600,000.00
	TOTAL	1,800,000.00

Members argued that there was no need of putting these projects now, because the District was not yet developed. Instead members stated that it was prudent to put up projects that would bring revenue to the Council and also add value to the District.

Members were given chance to propose five projects to be undertaken and these were the projects:

1. Construction and rehabilitation of local Courts in Nyamphande and Sandwe Chieftdom
2. Construction of a lodge
3. Construction of a skills training Centre
4. Construction of an Agricultural storage shed
5. Construction of a mortuary

Thereafter members were asked to vote, out of 50 members 42 voted for the construction of a lodge.

Therefore, members voted for the construction of a Lodge and they stated that the lodge should be constructed within the (CBD)

Members **NOTED**.

PRESENTATION FROM THE HEALTH INSPECTOR

SHM/07/10/24:

2025 BUDGET CONSULTATIVE MEETINGS WITH THE WARD DEVELOPMENT COMMITTEES IN ALL THE ELEVEN WARDS AS PART OF THE PREPARATION FOR THE 2025 BUDGET.

The Health inspector presented the proposed projects that were selected by the Ward development Committee during the 2025 Consultative meeting which was conducted with all the WDCs in eleven wards.

He mentioned that to prepare for the final budget for 2025, a series of consultation meetings were held with the Ward Development Committees (WDCs) in all eleven wards of Lusangazi these meetings took place from October 2nd to October 9th, 2024, and were aimed at engaging community representatives in discussions about their priorities and needs.

The primary objective was to gather feedback and insights that would guide the decision-making process for budget allocations, ensuring that the final budget accurately reflects the aspirations and requirements of the local population.

The selection of projects by the communities within their respective zones in the wards was aligned with the Integrated Development Plan (IDP).

The discussions also focused on identifying potential challenges and opportunities within each ward, allowing for a more comprehensive Understanding of local dynamics.

Members **NOTED.**

PRESENTATION FROM THE SOCIO ECONOMICAL PLANNER

SHM/08/10/24:

**COMMUNITY PROJECTS
NOTIFICATION**

The Socio Economic Planner informed the members that the Constituency Development Fund Committee (CDFC) in conjunction with the Local Authorities shall invite project proposals from the community by end of February of each year for implementation in the following year.

This shall be done by way of advertisements, public awareness, meetings and fixing of posters in public places, as well as through Local Authority websites and social media platforms

In an event of a disaster or emergency arising from natural occurrences, the community through the Ward Development Committee shall notify the Constituency Development Fund Committee. The Constituency Development Fund Committee shall in turn inform the Local Authority to facilitate the holding of the CDFC meeting to address the emergency situation.

Members **NOTED.**

SHM/09/10/24:

IDENTIFICATION OF PROJECTS

The Socio Economic Planner informed the members that Ward Development Committees shall prepare project lists with input from the Zones.

She stated that the projects shall be in line with the Ward Development Plan, Integrated Development Plan (IDP) or any other local development framework. In the absence of such Plans, Community Priorities shall inform the criteria for identification of projects.

Members **NOTED.**

SHM/10/10/24:

PROJECT APPLICATION

The Socio Economic Planner informed the members that Project application forms shall be obtained free of charge from the Local Authority, Parliamentary Constituency Office or any Public Institution in the Constituency as well as the Local Authority Website;

Application forms shall be typed or filled in a clear handwriting Project Applications to the Constituency Development Fund Committee and shall be accompanied by the following documents:

Signed Minutes of the Zonal Assembly Meeting where Ward Development Plans, Integrated Development Plans (IDP) or any other Local Development Framework are not available;

Signed Minutes of the Ward Development Executive Committee Meeting.

Members **NOTED**.

SHM/11/10/24:

TECHNICAL APPRAISAL

The Socio Economic Planner stated that the Technical appraisals where applicable and shall be conducted within 4 weeks of receipt of the proposed projects from the Constituency Development Fund Committee.

The appraisals shall cover the following processes:

Assessment of the proposed projects for viability, relevance and eligibility, Preparation and submission of appraisal reports with a list of recommended viable projects to the Constituency Development Fund Committee for consideration; and
Designing and costing of proposed projects where necessary.

Members **NOTED**.

SHM/12/10/24:

ASSESSMENT OF PROJECTS

The Socio-Economic Planner informed the members that the project must be identified and prioritized by the local community;

The project should have minimal negative environmental impact;
The project should use approved designs by the planning authorities;
The approved project designs should take into account persons with disabilities; and
The projects must be of benefit to the wider community
Members **NOTED**.

SHM/13/10/24:

SELECTION OF PROJECTS

The Socio-Economic Planner informed the members that the Selection of projects under the Constituency Development Fund shall be based, among others on:

The urgency and scale of the project; and
Alignment of the project with the Integrated Development Plan; or any other Local Development Plans.

Members **NOTED**.

PRESENTATION BY THE COMMUNITY DEVELOPMENT OFFICER

SHM/14/10/24:

YOUTH, WOMEN & COMMUNITY EMPOWERMENT APPLICATION PROCESS.

The Community Development Officer informed the members that the Project application forms shall be obtained free of charge from the Local Authority, Parliamentary Constituency Office, any Public Institution in the Constituency or identified financial institution as well as the Local Authority Website.

He stated that the Application forms shall be typed or filled in a clear handwriting.

He further informed the members that the Applications for grants to the Constituency Development Fund Committee shall be accompanied by:

Signed Minutes of the Ward Development Executive Committee Meeting; and
Signed application forms by the Ward Development Committee Chairperson.

Application for Empowerment Loans
Applications to the eligible Financial Institutions and Cooperatives shall be accompanied by:
Signed recommendation from the Chairperson of the WDC confirming residency of the applicant;

The Ward Development Committee shall submit a consolidated list of applicants for empowerment loans to the Constituency Development Fund Committee for information.

The submission shall be signed by the Chairperson of the Ward Development Committee and accompanied by minutes of the Meeting of the Committee.
Members **NOTED**.

SHM/15/10/24:

ELIGIBILITY FOR EMPOWERMENT GRANTS

The Community Development Officer informed the members that Cooperatives, Clubs, Associations and Organized Groups must have a minimum of ten (10) Members, Proof of a bank account or mobile wallet registered for the group.

Proposals for empowerment shall provide employment opportunities;

The proposed project was being undertaken within the Constituency;
Applicants must have been residents in the Constituency for over 6 months; and
Cooperatives, Clubs, Associations and Organized Groups may qualify for a maximum of K40, 000 as a one-off grant.

SHM/16/10/24:

ELIGIBILITY FOR EMPOWERMENT LOANS

The Community Development Officer informed the members that Applicants shall be eligible to access loans through approved Financial Institutions upon satisfaction of the following criteria:

A legally registered business, organization, company, group, cooperative, enterprise or club fully owned by Zambians.

Applicants must present a viable business/project proposal;

Proof of a bank account or mobile wallet

Proposals for empowerment shall provide employment opportunities;

The proposed project is being undertaken within the Constituency; and Applicants must have been residents in the Constituency for over 6 months

Members **NOTED**.

SHM/17/10/24:

ACCOMPANYING DOCUMENTATION FOR EMPOWERMENT GRANTS AND LOANS

The Community Development Officer informed the members that a copy of a valid certificate of company, organization, group, cooperative, enterprise or club registered with PACRA, Registrar of NGOs, Zambia Agency for Persons with Disabilities, Registrar of Cooperatives, Local Authority, National Construction Council, National Youth Development Council and other Registration Bodies. Green National Registration Card (Where applicable for all project members);

A letter of recommendation from a Civic Leader, Religious Leader, Traditional Leader, a Commissioner of Oaths or a Bank Manager; and Proof of a bank account or mobile wallet registered for the group.

SHM/18/10/24:

SECONDARY BOARDING SCHOOL AND SKILLS DEVELOPMENT BURSARIES

The Community Development Officer informed the members how the bursary applications forms were obtained, he stated that bursary application forms shall be obtained free of charge from the Local Authority, DEBS Offices or any other Public Institution in the District and the Local Authority Website;

Application forms shall be typed or filled in a clear handwriting; Applications to the CDFC shall be accompanied by the following documents:

Signed Minutes of the Ward Development Executive Committee Meeting;

A signed application form by the WDC Chairperson.

Skills Development Bursary

Bursary application forms shall be obtained free of charge from the Local Authority, TEVET Offices or any other Public Institution in the District and the Local Authority Website;

Application forms shall be typed or filled in a clear handwriting;

Applications to the CDFC shall be accompanied by the following documents:

Signed Minutes of the Ward Development Executive Committee Meeting;

A signed application form by the WDC Chairperson.

ELIGIBILITY FOR SECONDARY SCHOOL BURSARY

A learner must be enrolled at a particular public boarding school;

A learner must be a resident of the Constituency in which the Fund is sitting;

A learner must have qualified to grade eight or already enrolled in grade 9 to 12;

School drop-outs who failed to pay school fees shall be eligible for a bursary;

Learners that are enrolled in the boarding schools but are accommodated in the nearby villages due to failure to pay boarding fees;

Double Orphaned where the guardian has no reliable source of income;

Single Orphaned where the surviving parent has no reliable source of income;

A learner with disability;

Learners whose parents are disabled and have no reliable source of income;

Learners whose parents or guardians have no reliable source of income;

Learners on the school re-entry project without family support; and

A learner from a poor, vulnerable and incapacitated household where a vulnerable household has the following characteristics:

ELIGIBILITY FOR SKILLS DEVELOPMENT

A Person must be a Zambian citizen with a Green National Registration Card resident in the Constituency;

Applicant must be a resident of the constituency for more than 6 months;

Applicant must be in possession of an admission letter from any of the TEVET Institutions or ZNS;

Applicant must be aged between 16 and below 35 years; and

Entrepreneurs out of school that need up-skilling and re-skilling.

SUPPORTING DOCUMENTATION FOR BURSARY

APPLICATIONS - SKILLS TRAINING BURSARY

Applications shall be submitted together with a letter of acceptance from any TEVETA accredited Institution or the ZNS. Any of the following certified documents shall accompany the application:

Disability card or letter from the hospital denoting disability;

Recommendation letters from the Church/ Chief/ Headman/ Head Teacher of previous school; and

Where applicable, the applicant must be in possession of a full Grade 12 School Certificate or GCE with Five (5) O-levels or equivalent or Grade 9 or 7 Certificates.

Members wanted to know why the Council was taken too long to implements Constituency Development Fund projects.

In response the Community Development Officer stated that after the whole process has been done, the minutes together with the proposed projects has to submitted to Permanent Secretary for approval, therefore

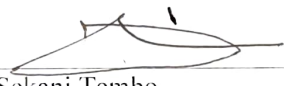
SHM/19/10/24:

CLOSING REMARKS.

The Council Chairperson thanked everyone for coming and for the interactive meeting, he urged the members to work with the community on the projects that had been proposed, he further advised them to give people correct information.

He thanked them all for coming

The meeting ended at 16:20 hours with a prayer from Mrs Paulina Mwanza.



Sekani Tembo
COUNCIL SECRETARY

18/12/24
DATE

