

# CHADIZA TOWN COUNCIL

## Stakeholder Meeting Minutes

**Meeting Title:** Budget Consultative Meeting

**Date:** 30th October, 2025

**Time:** 10:20 hours - 14:05 hours

**Location:** Mangwe Primary School

**Facilitator:** Town Planner (on behalf of Council Secretary)

### Attendees:

Community Representatives:

NAME	POSITION	GENDER
Malizani Mbewe	Councillor	M
Patricia Ngwenya	WDC Treasurer	F
Lewis Mbale	WDC Chairperson	M
Mathius Zingwangwa	Youth Chairperson	M
Joseph Banda	Ward Chairperson	M
Gastone Mwale	ACC Chairperson	M
Julius Nkhuwa	Ward Secretary	M
Cosmas Ng'ombe	WDC Secretary	M
Cleverson Phiri	Community Member	M
Melesia Mbewe	Vice Chairperson	M
Chikatizyo Sakala	Community Member	M
Asarf Daka	Community Member	M
Florence Banda	Community Member	F
Jofrey Nyirenda	WDC Member	M
Leonard Soko	Councillor	M
Ausenso Phiri	WDC Member	M
Lyford Ndao	WDC Chairperson	M
Peter P. Phiri	Teacher	M
Sunday Banda	WDC Chairperson	M
Isaac Nkhoma	Councillor	M
James Phiri	WDC Member	M

Officers from Chadiza Town Council:

<b>NAME</b>	<b>POSITION</b>
Martin Mulwila	Chief Accountant
Papias Chanya	Assistant Director Engineering
Arthur Mulenga	Town Planner
Christine Mumba	Socio Economic Planner
Josephine Chembe	Administrative Officer

**Agenda:**

1. Opening Remarks
2. Presentation on Budget Performance from January to September, 2025
3. Presentation on Project Implementation Performance for 2025
4. General Submissions from Stakeholders
5. Closing Remarks

**Introduction:**

The Budget Consultative Meeting was officially called to order at exactly 10:20 hours. Prior to the commencement of further proceedings, an opening prayer was offered by Mr. Joseph Banda, Ward Chairperson.

**Meeting Notes:**

**1. Opening Remarks**

The Town Planner, officiating on behalf of the Council Secretary, welcomed all stakeholders and conveyed greetings and appreciation from the Council Secretary, who was unable to attend due to other official engagements.

He thanked the participants for responding positively to the invitation and emphasized the importance of the meeting as a platform for consultation and collaboration among various partners involved in local development initiatives.

The Town Planner highlighted that the purpose of the meeting was to review ongoing activities, share progress updates, and discuss key issues affecting the implementation of community development programs within the Council's jurisdiction.

He further acknowledged the valuable contributions of government departments, civil society organizations, traditional leaders, and the private sector in supporting the Council's mandate to deliver effective and sustainable services to the community.

In conclusion, he encouraged open, participatory, and constructive discussions throughout the meeting, urging all stakeholders to work together in advancing the development agenda of the district.

## **2. Presentation on Budget Performance (January - September 2025)**

The Chief Accountant, on behalf of the Director of Finance, presented key revenue and expenditure trends for the financial year 2025. The presentation covered receipts and expenditure from January to September 2025, including projections up to December 2025.

Key findings:

- Out of a total annual budget of K95,126,634, the Council had collected K49,395,695.12, representing 51.93% revenue collection efficiency as at 30th September 2025
- National support budget stood at K88,451,294 of the total budget, with K42,885,618.76 disbursed as at 30th September 2025, representing 62.68% of national support
- Own source revenue totaled K6,641,590.00, with a flexed budget of K5,041,192.50 and actual collection of K4,619,439.32 as at 30th September 2025, representing 91.63%
- Budget performance comparisons: K3,182,275 in 2023, K5,177,888 in 2024, and a projected K5,887,157 by December 2025, representing 88.19% performance

## **3. Presentation on Project Implementation Performance for 2025**

The Assistant Director of Engineering presented the project implementation performance report for 2025. Key highlights included:

- Chadiza Town Council was implementing 14 community projects using the 2025 CDF allocation with an overall implementation percentage of 68.5% as at 20th October 2025
- Cash for Work Programme: 19,348 beneficiaries across 20 wards benefited from January to September 2025
- Works undertaken: road maintenance, construction, drainages, environmental control, and garbage collection
- Challenges: Poor road network making areas inaccessible to officers and contractors, especially feeder roads; payment delays for Cash for Work via mobile money (particularly Zamtel)

## **4. General Submissions from Stakeholders**

Stakeholders made the following submissions for consideration in the 2026 budget:

- Equal allocation of community empowerment grants (CDF) among all wards to ensure fairness and balanced development (Community Member, Mangwe Ward)
- Construction of water supply scheme and ablution block at Mangwe Health Post (Ward Councillor, Mangwe)

- Construction of dip tanks in Mangwe and Tikondane areas for livestock disease control (Veterinary Department Representative)
- Renovation of camp houses for officers in Departments of Agriculture and Veterinary Services (Councillor, Nsadzu Ward)

#### **Decisions Made:**

All stakeholder submissions and recommendations will be presented to responsible persons for consideration and possible implementation during the 2026 budget preparation process.

#### **Action Items:**

- Compile and submit ward recommendations to responsible departments - Administrative Officer - 15th November 2025
- Review CDF allocation methodology for equitable distribution - Finance Department - 30th November 2025
- Assess feasibility of water supply scheme and ablution block at Mangwe Health Post - Engineering Department - 15th December 2025
- Evaluate dip tank construction needs in Mangwe and Tikondane - Veterinary Department - 30th November 2025

#### **Next Steps:**

Stakeholders are encouraged to maintain regular communication and teamwork with the Council to enhance service delivery and accountability. All submissions will be incorporated into the 2026 budget preparation process.

#### **5. Closing Remarks**

The Town Planner, speaking on behalf of the Council Secretary, thanked all stakeholders for their active participation, valuable contributions, and commitment to the development agenda of the district.


He emphasized the importance of continued collaboration among government departments, community representatives, and partner organizations in ensuring the effective implementation of projects under the Constituency Development Fund (CDF) and other local development programs.


He further encouraged stakeholders to maintain regular communication and teamwork to enhance service delivery and accountability at all levels.

The Town Planner assured participants that all submissions and recommendations made during the meeting would be presented to responsible persons for consideration and possible implementation.

In conclusion, he once again expressed appreciation to all attendees for their dedication and unity of purpose, and he prayed for God's guidance and wisdom as everyone continues to serve the community.

The meeting was officially closed at 14:05 hours and was followed by a closing prayer led by Mr. Asarf Daka.

  
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Chairperson

  
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Secretary



**Prepared by:** Josephine Chembe, Administrative Officer, Chadiza Town Council



