

**CHADIZA TOWN COUNCIL**  
**Business Stakeholder Meeting Minutes**

**Meeting Title: 2025 Budget Consultative Meeting**

Date: 30th October, 2024

Time: 10:20 hours - 14:05 hours

**Location: Sankhani**

Facilitator: Town Planner (on behalf of Council Secretary)

**Attendees:**

**Business Representatives and Community Leaders:**

NAME	POSITION/BUSINESS	GENDER	AREA
Syphas Tembo	Councillor	Male	Chadiza Central
Grace Nyirenda	Retail Shop Owner	Female	Chadiza Central
Joseph Mwanza	Hardware Store Owner	Male	Chadiza Boma
Mary Phiri	Market Vendor Association Chair	Female	Chadiza Market
Patrick Lungu	Transport Business Owner	Male	Chadiza Central
Esther Banda	Salon & Beauty Shop Owner	Female	Chadiza
James Sakala	Agro-dealer	Male	Nsadzu
Ruth Tembo	Guest House Owner	Female	Chadiza Boma
Moses Zulu	Butchery Owner	Male	Chadiza Market
Agnes Mbewe	Tailoring Business Owner	Female	Tikondane
Charles Nyirongo	Milling Business	Male	Chadiza Central
Patricia Ngwenya	WDC Treasurer	Female	Mangwe
Bernard Phiri	Grocery Wholesale	Male	Chadiza Boma
Florence Daka	Restaurant Owner	Female	Chadiza Central
Lewis Mbale	WDC Chairperson	Male	Mangwe
Sarah Mwale	Bar & Lodge Owner	Female	Nsadzu
David Banda	Carpentry Workshop	Male	Tikondane
Charity Nkhoma	Poultry Farming	Female	Chadiza Central

NAME	POSITION/BUSINESS	GENDER	AREA
	Business		
Andrew Soko	Electronics Shop Owner	Male	Chadiza Boma
Janet Phiri	Vegetable Trading	Female	Chadiza Market
George Mulenga	Mechanic Workshop Owner	Male	Chadiza Central
Dorothy Zulu	Clothing Boutique	Female	Chadiza Boma
Peter Lungu	Pharmacy Owner	Male	Chadiza Central
Lucy Banda	Bakery Business	Female	Mangwe
Julius Nkhuwa	Ward Secretary	Male	Mangwe
Christine Daka	Cooperative Society Chair	Female	Nsadzu
Isaac Nkhoma	Councillor	Male	Mangwe
Beatrice Chanda	Hair Products Supplier	Female	Chadiza Market
Martin Chirwa	Building Materials Supplier	Male	Tikondane
Susan Moyo	Catering Services	Female	Chadiza Central

**Officers from Chadiza Town Council:**

NAME	POSITION	GENDER
Ernest Kalimbanya	Director Human Resource	Male
Martin Mulwila	Chief Accountant	Male
Papias Chanya	Assistant Director Engineering	Male
Arthur Mulenga	Town Planner	Male
Josephine Chembe	Administrative Officer	Female

**Agenda:**

- Opening Remarks
- Budget Performance on Revenue from January to September
- Project Implementation
- Plenary Discussion
- General Submissions
- Closing Remarks

## **Introduction:**

At exactly 10:20 hours, the meeting was officially called to order. Prior to the commencement of further proceedings, an opening prayer was offered by Mr. Joseph Mwanza.

## **Meeting Notes:**

### **1. Opening Remarks**

The Town Planner, speaking on behalf of the Council Secretary, began by welcoming all participants to the business stakeholder budget consultative meeting and expressed appreciation for their attendance and commitment to the budgeting process.

In his remarks, he emphasized that the meeting serves as a vital platform for stakeholder engagement in the formulation of the budget for the upcoming financial year. He highlighted the importance of inclusiveness, transparency, and community participation in ensuring that the budget reflects the true needs and priorities of the people.

He noted that contributions from various stakeholders, including government departments, community representatives, the private sector, and civil society organizations would guide the Council in aligning its programs and resource allocation with the national development agenda and decentralization policy.

He encouraged participants to actively take part in the discussions and share constructive ideas that would help in developing a realistic and people-driven budget.

He concluded by thanking the organization team for their efforts and officially declared the budget consultative meeting open.

### **2. Budget Performance on Revenue from January to September**

The Chief Accountant, Mr. Martin Mulwila, presented key revenue and expenditure trends for the financial year 2024. He began by presenting the receipts and expenditure report from January 2024 up to September 2024, including projections up to December 2024.

#### **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 2024
- National support budget was at K88,451,294 of the total budget, with K42,885,618.76 disbursed as at 30th September 2024, 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 2024, representing 91.63%
- Budget performance comparisons: K3,182,275 in 2023, K5,177,888 in 2024, and a projected K5,887,157 by December 2024, representing 88.19% performance

### **3. Project Implementation**

The Assistant Director of Engineering, Mr. Papias Chanya, presented the project implementation performance report for 2024. Key highlights included:

- Chadiza Town Council was implementing 14 community projects using the 2024 CDF allocation with an overall implementation percentage of 68.5% as at 20th October 2024

- Cash for Work Programme: 19,348 beneficiaries across 20 wards benefited from January to September 2024
- 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 network)

#### 4. Plenary Discussion

Following the presentations, stakeholders raised several questions and concerns:

*Question: What is the process for obtaining business licenses and how long does it take? (Ms. Grace Nyirenda, Retail Shop Owner)*

Response: The Town Planner explained that business license applications are processed through the Council's Revenue Department. Applicants need to submit completed forms with required documentation. Processing times vary depending on the type of business and completeness of documentation. The Council continues to work on improving service delivery and reducing processing times.

*Question: Can the Council provide clarity on market fees and stall allocations? (Ms. Mary Phiri, Market Vendor Association Chair)*

Response: The Chief Accountant informed the meeting that market fees are determined according to Council bylaws and are reviewed periodically. Stall allocations are handled by the Markets Department on a first-come, first-served basis, with consideration for existing vendors. Stakeholders can visit the Council offices for detailed fee schedules.

*Question: What plans does the Council have to improve road infrastructure in business areas? (Mr. Patrick Lungu, Transport Business Owner)*

Response: The Assistant Director of Engineering acknowledged the importance of road infrastructure for business operations. The Council is prioritizing road maintenance and construction based on available resources and will continue to advocate for increased funding from central government. Stakeholder input helps in planning and prioritization of projects.

*Question: How does the Council ensure regular garbage collection in business areas? (Ms. Florence Daka, Restaurant Owner)*

Response: The Assistant Director of Engineering explained that garbage collection follows established schedules for different zones. The Council encourages businesses to report missed collections and welcomes suggestions for improving waste management services. Business owners are reminded to comply with waste management bylaws.

*Question: What measures has the Council put in place to address the low performance in collection of property rates? (Mr. Bernard Phiri, Grocery Wholesale)*

Response: The Chief Accountant informed the meeting that the Council has engaged property owners on the significance of paying property rates. By law, the Council is empowered to use judicial or bailiff procedures to recover unpaid bills. Management has started engaging community members to raise awareness about the importance of rates in funding service delivery.

*Question: Will the remaining funds be received by end of December 2024? (Ms. Patricia Ngwenya, WDC Treasurer)*

Response: The Chief Accountant responded in affirmative that since 44% had been received, there was likelihood that the remaining funds would be received. Participants were informed that some additional funds were released after the reporting period ending 30th September 2024.

*Question: Can the Council assist with information on tax compliance for small businesses? (Ms. Ruth Tembo, Guest House Owner)*

Response: The Town Planner noted that while tax administration is handled by the Zambia Revenue Authority (ZRA), the Council can facilitate information sharing sessions with ZRA officials for business owners. The Council encourages businesses to maintain proper records and comply with all statutory requirements.

## **5. General Submissions**

The following submissions were received from stakeholders and community representatives:

**CDF Allocation Equity** - A community member from Mangwe ward recommended that the Constituency Development Fund (CDF) Committee should consider allocating community empowerment grants equally among all wards to ensure fairness and balanced development across the constituency

**Mangwe Health Post Infrastructure** - The ward councilor for Mangwe proposed that a water supply scheme and ablution block be constructed at Mangwe Health Post to improve sanitation and access to clean water for both staff and the surrounding community

**Livestock Disease Control** - A representative from the Veterinary department requested the construction of dip tanks in Mangwe and Tikondane areas to enhance livestock disease control and promote animal health management

**Staff Housing Renovation** - A councilor from Nsadzu highlighted the need for the renovation of camp houses used by officers in the Departments of Agriculture and Veterinary Services to improve their living and working conditions and enhance service delivery in rural areas

### **Decisions Made:**

The Council will consider all submissions fairly within available budgetary provisions. All stakeholder recommendations will be incorporated into the 2025 budget preparation process.

### **Action Items:**

- Review CDF allocation methodology to ensure equitable distribution across wards - Finance Department - 30th November 2024
- Prepare cost estimates for Mangwe Health Post water supply and ablution block - Engineering Department - 15th December 2024
- Assess feasibility of dip tank construction in Mangwe and Tikondane - Veterinary Services - 31st December 2024
- Conduct assessment of Agriculture and Veterinary camp houses for renovation - Human Resource Department - 20th December 2024
- Engage Zamtel to resolve Cash for Work payment delays - Finance Department - Ongoing

### **Next Steps:**

Stakeholders are urged to continue engaging with the Council during budget implementation and monitoring phases to ensure transparency and accountability in service delivery.

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.

He concluded by expressing appreciation to all attendees for their dedication and unity of purpose, and prayed for God's guidance and wisdom as everyone continues to serve the community. Thereafter, the meeting was officially closed at 14:05 hours, followed by a closing prayer by Mr. Asarf Daka.



Chairperson



Secretary



**Prepared by:** Nkandu Chabala Town Planner, Chadiza Town Council