

CHADIZA TOWN COUNCIL

Stakeholder Meeting Minutes

Meeting Title: Budget Consultative Meeting

Date: 29th October, 2025

Time: 10:20 hours - 13:35 hours

Location: Tafelansoni Secondary School

Facilitator: Director of Human Resource and Administration

Attendees:

Community Representatives:

NAME	POSITION	GENDER
Maxwell Phiri	Councillor	M
Maxwell Miti	Councillor	M
Leah Banda	DMMU Chairperson	F
Milika Banda	WDC Committee Member	F
Penias Banda	Councillor, Kampini Ward	M
Grace Phiri	ACC	F
Misozi Nyirenda	WDC Treasurer	F
Emmanuel Banda	WDC Member	M
Rabecca Phiri	Women's Representative	F
Henry Banda	WDC Chairperson	M
Elias Banda	WDC Secretary	M
Flooriam Phiri	WDC Treasurer	F
Bisalomo Mbewe	WDC Chairperson	M
Alison Phiri	DMMU Satellite	M
Peter Banda	WDC Chairperson	M
Faniwel Phiri	WDC Vice Chairperson	M
Stella Banda	Community Member	F
Masauso Phiri	Youth Chairperson	M
Isaac Phiri	WDC Chairperson	M
Mabvuto Ngoma	Councillor	M
Mathias Sakala	WDC Vice Chairperson	M
Severiano Phiri	Chief's Representative	M
Thauzen Banda	Headman	M

Sayenela Phiri	Headman	M
Petro Phiri	Headman	M
Mateli Phiri	WDC Chairperson	M
Adamson Sakala	ACC Chairperson	M
Samson Phiri	Headman	M
Bande Phiri	Headman	M

Officers from Chadiza Town Council:

NAME	POSITION
Ernest Kalimbanya	Director Human Resource
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. Plenary Discussion
5. General Submissions from Stakeholders
6. 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 Ms. Misozi Nyirenda, WDC Treasurer.

Meeting Notes:

1. Opening Remarks

The Chairperson welcomed all members and stakeholders present at the budget consultative meeting. In his remarks, he emphasized the importance of early stakeholder

engagement in the budgeting process, stating "we can only call it our budget if you are engaged at the beginning." He highlighted the need for inclusive participation from all wards and community representatives.

He noted that most officers working at the Council reside in the Boma and may not always be fully aware of the specific needs and priorities at the ward level. He therefore encouraged participants to provide accurate and realistic submissions that reflect the actual needs on the ground.

The Chairperson further explained that prioritization of projects and programmes will depend on the available resource envelope, and that common submissions from various wards will be considered for prioritization to ensure equitable and efficient allocation of resources.

He concluded by urging all participants to actively contribute to the discussions so that the final budget reflects the aspirations and priorities of the entire 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. Plenary Discussion

Following the presentations, stakeholders raised several concerns and received responses from Council officers:

Concern: Slow pace of feeder road grading

Response: The grader was down but still under warranty. Council engaged Barloworld Limited for repairs under warranty terms.

Concern: Non-payment of rates by members of the general public

Response: The Council is sensitizing the community before taking legal action against defaulters.

Concern: Lack of staff housing at newly constructed Chafulu Health Post

Response: Stakeholders should submit through WDCs for inclusion in next year's budget.

5. General Submissions from Stakeholders

Participants appreciated the Council for the completion and full functionality of the Chafulu Health Post. The following submissions were made for inclusion in the 2026 budget:

- Construction of staff house at Chafulu Health Post (Chamandala Ward Councillor)
- Construction of crossing at Namwela Crossing Point (Community Member)
- Grading of Namwela-Chamaseche Road (Tafelansoni WDC Chairperson)
- Construction of Kasiya Zone Crossing Point (Chief's Representative)
- Construction of Health Post at Namwela (Councillor Penias Banda, Kampini Ward)
- Equipping of borehole at Kapeleke Village (Headman, Kapeleke Village)
- Provision of water supply at Tafelansoni Clinic (DMMU Chairperson)

- Rehabilitation of non-functional borehole at Tafelansoni Health Post (Community Member)
- Drilling of additional boreholes in Tafelansoni area (Head Teacher, Tafelansoni Secondary School)
- Construction of market shelter at Tafelansoni (Marketer)

The Head Teacher for Tafelansoni Primary School emphasized that inadequate access to clean and safe water remains the most pressing challenge across several areas, affecting both households and public institutions.

Decisions Made:

All stakeholder submissions will be carefully considered during the preparation of the 2026 budget. Submissions will be prioritized based on the available resource envelope and common needs across wards.

Action Items:

- Compile and review all ward submissions for 2026 budget - Finance Department - 30th November 2025
- Prioritize projects based on resource envelope and common ward needs - Planning Department - 15th December 2025
- Engage Barloworld Limited for grader repairs - Engineering Department - Immediate
- Continue community sensitization on rates payment - Human Resource Department - Ongoing

Next Steps:

The Council will consolidate all submissions from ward consultative meetings and incorporate them into the 2026 budget preparation process. Stakeholders are encouraged to continue engaging with the Council through their respective WDCs.

6. Closing Remarks

The Director of Human Resource and Administration thanked all participants for their active involvement in the consultative process. He commended the stakeholders for the constructive submissions made, noting that such engagement strengthens the Council's

planning and decision-making processes.

He emphasized that the inputs provided would be carefully submitted as the Council prepares the 2026 budget. The Director further encouraged continuous collaboration between the community and the Council to ensure effective implementation of development programmes.

He concluded by reiterating the Council's commitment to transparency, accountability, and improved service delivery to meet the needs of the people.

The meeting was closed at 13:35 hours and was followed by a prayer led by Councillor Penias Banda.



Chairperson



Secretary



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



