



## PETAUKE TOWN COUNCIL

**MINUTES OF THE PROCEEDINGS OF THE SECOND (2<sup>ND</sup>) COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE D138 ALONG BOMA ROAD ON FRIDAY 1<sup>ST</sup> SEPTEMBER, 2023 FROM 11:37 HOURS TO 15:40 HOURS.**

|                     |                    |   |                          |
|---------------------|--------------------|---|--------------------------|
| <b>COUNCILLORS:</b> | Banda Edward       | - | Council Chairperson      |
|                     | Lameck Tembo       | - | Vice Council Chairperson |
|                     | Aaron Tembo        | - | Manjazi Ward             |
|                     | Christina J Banda  | - | Chieftness Mwanjawanthu  |
|                     | Christopher Sakala | - | Manyane Ward             |
|                     | Francis Mwanza     | - | Ongolwe Ward             |
|                     | Isaac Phiri        | - | Chilimanyama Ward        |
|                     | Kelvin Phiri       | - | Nyika Ward               |
|                     | Lovemore Daka      | - | Kovyane Ward             |
|                     | Misheck Phiri      | - | Lusinde Ward             |
|                     | Peterkin Tembo     | - | Chief Mumbi              |
|                     | Salome Ndlovu      | - | Kaumbwe Ward             |
|                     | Samson J. Mumba    | - | Kanyanga Ward            |
|                     | Sign Mumba         | - | Minga Ward               |
|                     | Tedson Lungu       | - | Mbala Ward               |
|                     | Wina Namakando     | - | Nsimbo Ward              |

|                       |                     |                       |
|-----------------------|---------------------|-----------------------|
| <b>IN ATTENDANCE:</b> | Ms. Martha Mulenga- | District Commissioner |
|                       | Pastor Teddy Mundia | - Council Chaplain    |

### OFFICERS PRESENT:

|                    |   |                            |
|--------------------|---|----------------------------|
| Bupe Mutanya       | - | Council Secretary          |
| Charles Mukupa     | - | Deputy Council Secretary   |
| Sibeso Muimui      | - | District Planning Officer  |
| Mathews Chibwe     | - | Deputy Director of Works   |
| Rebecca Mazunda    | - | Deputy D. Treasurer        |
| Bupe J. Nyawali    | - | Forestry Technician        |
| Margaret Mulubwa   | - | Chief Human Resource Off.  |
| Dalitso Zulu       | - | Water Coordinator          |
| Sonia Kondolo      | - | District Accountant        |
| Thom Ngoma         | - | Internal Auditor           |
| James Sikombe      | - | Senior Buildings Inspector |
| Nakena M. Muyangwa | - | Town Planner               |
| Misheck Chileshe   | - | Land Surveyor              |
| Jenard Sakala      | - | Assistant Town Planner     |
| Fridah Kakungu     | - | Health Inspector           |

|                 |   |                              |
|-----------------|---|------------------------------|
| Geoffrey Mwale  | - | CCO-MOH                      |
| Innocent Mwansa | - | Senior Environmental Planner |
| Samuel Sakala   | - | PA MPS Office Central        |
| James Sikazindu | - | Livestock Coordinator (MFL)  |
| Mupemo Ernest   | - | MoA                          |
| Kaleya Muyanga  | - | MoE                          |
| Alick Mtonga    | - | Senior Committee Clerk       |
| Lydia Bwalya    | - | Community Dev. Officer (PTC) |
| Fredrick Kasama | - | Committee Clerk              |

|                                       |   |                          |
|---------------------------------------|---|--------------------------|
| <b>PUBLIC GALLERY:</b> Kasongo Nyanje | - | DDIO-OPP                 |
| Alex Tembo                            | - | Nyika                    |
| Mambo Phiri                           | - | Nyika                    |
| Lydia Mwenda                          | - | Nyika                    |
| Samuel Sakala                         | - | National Assembly Office |

### **CALL TO ORDER**

The meeting was called to order at 11:03 hours.

### **NATIONAL ANTHEM/PRAYER**

The National Anthem was sung followed by a prayer by the Council Chaplain Pastor Teddy Mundia.

#### **PTC/OC/070/09/23: NOTICE OF MEETING**

On commencement of the meeting, the Council Secretary read the Notice of meeting.

#### **PTC/OC/071/09/23: COUNCIL CHAIRMAN'S COMMUNICATION**

In his communication, the Council Chairperson recognised the presence of his Royal Highness Chief Mumbi and her Royal Highness Chief Mwanjawanthu. He went on to deliver his communication as follows:-

i) The Council chairperson informed the August house that District Heads of Department and Council Staff had a decentralization sensitization meeting. The Delegation was led by Mrs Wendy H Mulenga from Civil Service Commission who conducted a sensitization meeting on the state of the implementation of Decentralization at national.

ii) He added that a delegation consisting of the Council Secretary, District Planning Officer, District Treasurer, Senior Health Inspector and the Socio-Economic Planner attended a Two (02) weeks budget planning meeting on how to budget for the district in the era of actualized Decentralization.

iii) He concluded by thanked the Local Governance Impact for the continued capacity building carried out for all the Ward Development Committees, Constituency Development Committee and Hon. Councillors on their roles.

### **Announcements**

The Council Chairperson made the following announcements;-

- i) That Mr. Visie Moonga and team from Rural Electrification Agency (REA) - Lusaka paid a courtesy call on the Council Chairperson and Council Secretary on 1<sup>st</sup> June, 2023.
- ii) That Mr. Dickson Chirwa from Zambia Revenue Authority Chipata visited Petauke Town Council for Value Added Tax registration and payment collection on 13<sup>th</sup> June 2023.
- iii) That Mr. Emmanuel Banda from Ndola visited Petauke Town Council two days Baxiel Orientation for Staffs under Finance department. The orientation workshop was conducted from 13<sup>th</sup> to 14<sup>th</sup> June 2023.
- iv.) That Mr. Mutumba Ruwilo visited Petauke Town Council from Cabinet Office Lusaka for CDF operationalization and implementation which was held on 6<sup>th</sup> July 2023.
- v) That Mr. J Simfukwe from Ministry of Local Government and Rural Development visited Petauke Town Council for follow up and internal audit queries on 13<sup>th</sup> July 2023.
- vi) That Mr. Wangu Mtolo from Ministry of Finance and National Planning Budget performance, MOFNP and the MLGRD paid courtesy call to Petauke Town Council on 13<sup>th</sup> July 2023.
- vii) That Ms. Cecilia L. Malunga from LGSC Lusaka visited Petauke Town Council and paid a courtesy call on 28<sup>th</sup> July 2023.
- viii) That Mr. Collins Mwaba from DPP Chipata visited Petauke town council for development control and installation of GIS work station on 22<sup>nd</sup> August 2023.
- ix) He informed the house that Chileshe Lusale from National Archives of Zambia visited Petauke town council for Devolution.
- x) That Ms. Hope Phiri from ZPPA visited Petauke Town Council for courtesy.
- xi) That Mr. Steven Mutanuka from ZPPA visited Petauke Town Council for monitoring the EPA System on 11<sup>th</sup> August 2023.
- xii) That Mr. Wilfred Mwamba from Local Impact Lusaka visited Petauke Town Council for Monitoring of the Human Resource Records and Digitizing Activity on 15<sup>th</sup> August 2023.

xiii) That he travelled to Siavonga to attend a vision based leadership and development training on the 24<sup>th</sup> August, 2023.

**PTC/OC/072/09/23:**

**ADOPTION OF THE AGENDA**

On a proposal by Councillor Francis Mwanza duly seconded by Councillor Tedson Lungu, it was;

**RESOLVED THAT:** *the agenda for the meeting be adopted as presented.*

**PTC/OC/073/09/23:**

**CONFIRMATION OF THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 5<sup>TH</sup> APRIL, 2023**

On a proposal by Councillor Christopher Sakala duly seconded by Councillor Francis Mwanza, it was;

**RESOLVED THAT:** *The Minutes of the Ordinary Council meetings held on 5<sup>th</sup> April, 2023 numbered from PTC/OC/001/04/23 to PTC/OC/017/04/23 be taken as read and confirmed as true record of the proceedings of the Council.*

**PTC/OC/074/09/23:**

**MATTERS ARISING FROM THE MINUTES OF THE ORDINARY COUNCIL MEETINGS HELD ON 5<sup>TH</sup> APRIL, 2023.**

Members were referred to the action sheet.it was;

**RESOLVED THAT:** the action taken report be **NOTED.**

**PTC/OC/075/09/23:**

**ADOPTION OF MINUTES OF FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 23<sup>RD</sup> MAY, 2023.**

On proposal by Councillor **Francis Mwanza** duly seconded by Councillor **Salome Ndhlovu**, it was;

**RESOLVED THAT:** *The Minutes of Finance and General Purposes Committee Meeting held on 23<sup>rd</sup> May, 2023 Numbered From FGPC/018/05/23 to FGPC/ 033/05/23 be received and adopted as part of the proceedings of the Council.*

**PTC/OC/076/09/23:**

**ADOPTION OF MINUTES OF HEALTH, COMMUNITY DEVELOPMENT AND SOCIAL SERVICES, COMMITTEE MEETINGS HELD ON 6<sup>TH</sup> JUNE, 2023**

On a proposal by Councillor **Kelvin Phiri** seconded by Councillor **Christopher Sakala**, it was;

**RESOLVED THAT: a)** Minutes of the Plans, Engineering and Infrastructure Committee meeting held on 6<sup>th</sup> June, 2023 numbered from CDSS/036/06/23 to CDSS /044/06/23 be received and adopted as part of the Proceedings of the Council

**PTC/OC/077/09/23: ADOPTION OF MINUTES THE PLANS, ENGEERING AND INFRASTRUCTURE COMMITTEE MEETING HELD ON 20<sup>TH</sup> JULY 2023**

On a proposal by Councillor **Lovemore Daka** seconded by Councillor, **Aaron Tembo**, it was;

**RESOLVED THAT: i)** Minutes of the Plans, Engineering and Infrastructure committee meeting held on 20<sup>th</sup> July 2023 numbered from PEIC/045/07/23 to PEIC/059/07/23 be received and adopted as part of the Proceedings of the Council with the exception of the following deferred items;

1. PEIC/047/07/23 on application for planning permission to develop land
2. PEIC /050/07/23 new applications deferred to resolve the conflict with the local people
3. PEIC/053/07/23 declaration of all villages and illegal settlements within the township boundary as improvement areas
4. PEIC/054/07/23 application for plots – 10plots for RTSA Staff.

ii) The Council must settle the matter with the settlers around Kawele Plots.

iii) All allocation of Plots at Kawele be halted.

iv.) An adhoc Committee comprising of the following members of the Council be constituted to deal with the matter of allocation of plots to settlers accordingly:-

- i) Chief Mumbi
- ii) Her Royal Highness Chieftainess Mwanjawanthu
- iii) The Council Chairperson
- iv) The Vice Council Chairperson
- v) All Committee Chairpersons

**PTC/OC/078/09/23: ADOPTION OF MINUTES THE AUDIT COMMITTEE MEETING HELD ON 30<sup>TH</sup> JULY 2023**

On a proposal by Councillor **Wina Namakando** seconded by Councillor, **Isaac Phiri**, it was;

**RESOLVED THAT:** Minutes of the Audit committee meeting held on 30<sup>th</sup> July 2023 numbered from AC/061/07/23 to AC/066/07/23 be received and adopted as part of the Proceedings of the Council

**PTC/OC/079/09/23: RECEIPT AND CONSIDERATION OF MOTION IN ACCORDANCE WITH STANDING No.26.**  
No motions were received

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**There being no business to transact the meeting was declared close at 15:50 hours after a prayer by Council Chaplain Pastor Teddy Mundia.**

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21<sup>st</sup> DECEMBER

Confirmed this ~~21<sup>st</sup>~~ Day of .....2023





**PETAUKE TOWN COUNCIL**  
**ACTION SHEET OF THE ORDINARY COUNCIL MEETING OF 1<sup>ST</sup> SEPTEMBER, 2023**

| Minute No.      | Title   | Resolution   | Responsible Officer                  | Action Taken  |
|-----------------|---|--|--------------------------------------|---|
| FGPC/020/05/23  | OPERATING STATEMENT – NYIKA MOTEL                                       | <p>i) The staff operating in the Kitchen and Restaurant be subjected to refresher Trainings in order to expose them to modern and better cooking methods that would attract customers.</p> <p>ii) The rates for monthly rental charges for Council Workers and other Civil Servants be revised to K3, 000.00 for a K250.00 daily rate and K4, 500.00 for a K300.00 daily rate respectively effective 1<sup>st</sup> August, 2023</p> | Council Treasurer                    | Staff training included in the 2024 budget.   |
| FGPC/025/05/23  | APPLICATION FOR REMISSION FOR THE YEAR 2023 – PROPERTY RATES            | The application for remission of Rates for the year 2023 by Chimwemwe Hotel be <b>REJECTED.</b>  | Council Secretary/District Treasurer | 40% remission was given to rate payers upon application   |
| CDSS/043/06/23: | REPORT OF THE DISTRICT FORESTRY OFFICER                                 | The department should intensify the patrols in Mupya Forest to protect it from illegal settlers.   | Forestry Technician                  |   |
| PEIC/055/07/23: | REGULARISATION OF DEVELOPERS ON THE OPEN SPACE EAST OF MSALEMA CEMETERY | <p>The developers be charged with penalty fees for developing illegally.</p> <p>ii) The area be planned and allocated to the developers.</p> <p>iii) The developers be recommended to Ministry of Lands for final offer.</p> <p>iv.) The applicants pay the services charges to the Council</p>  | District Planning Officer            | Developers were issued invoices and payments were expected once the recommendations to commission of Lands were prepared. |

|                               |   |   |  |   |
|-------------------------------|---|---|--|---|
| <p>PTC/OC/077/0<br/>9/23:</p> | <p>ADOPTION OF<br/>MINUTES OF THE<br/>PLANS,<br/>ENGINEERING AND<br/>INFRASTRUCTURE<br/>COMMITTEE<br/>MEETING HELD<br/>ON 20<sup>TH</sup> JULY<br/>2023</p> | <p><i>The following items be<br/>differed i) PEIC/047/07/23<br/>on application for planning<br/>permission to develop land<br/>ii) PEIC /050/07/23 new<br/>applications deferred to<br/>resolve the conflict with the<br/>local people<br/>iii) PEIC/053/07/23<br/>declaration of all villages and<br/>illegal settlements within the<br/>township boundary as<br/>improvement areas<br/>iv) PEIC/054/07/23<br/>application for plots – 10plots<br/>for RTSA Staff.<br/>ii) The Council must settle the<br/>matter with the settlers<br/>around Kawere Plots.<br/>iii) All allocation of Plots at<br/>Kawere be halted.<br/>iv) An adhoc Committee<br/>comprising of the following<br/>members of the council be<br/>constituted to deal with the<br/>matter of allocation of plots<br/>to settlers accordingly:-<br/>Chief Mumbi,<br/>Her Royal Highness<br/>Chieftainess Mwanjawanthu,<br/>The Council Chairperson,<br/>The Vice Council Chairperson<br/>and<br/>All Committee Chairpersons</i></p> | <p>Council<br/>Secretary/District<br/>Planning<br/>Officer</p> | <p>i) Those that<br/>require to be<br/>resolved after<br/>the adhoc<br/>committee sit<br/>and still pending<br/>awaiting for the<br/>committee to sit<br/>and report back<br/>to the Council.<br/>ii) The item on<br/>declaration of<br/>villages and<br/>illegal settlement<br/>as improvement<br/>areas was taken<br/>back to the<br/>Committee and<br/>was being<br/>reported in the<br/>Plans report<br/>again.</p> |
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