



PETAUKE TOWN COUNCIL

MINUTES OF THE 5TH ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE ALONG D138 BOMA ROAD ON FRIDAY 30TH SEPTEMBER, 2022 AT 12:05 HOURS

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

ON SUSPENSION	Kelvin Phiri	-	Nyika Ward
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IN ATTENDANCE:	Pastor Teddy Mundia	-	Council Chaplin
	Martha Mulenga	-	District Commissioner

OFFICERS PRESENT:	Bupe Mutanya	-	Council Secretary
	Sibesos Muimui	-	District Planning Officer
	Arnold Mwanabunga	-	Director of Works
	Nkholoma Mumba	-	DEBS
	Moffat Phiri	-	District Social Welfare Officer
	Margret Mulubwa	-	Chief Human Resource Officer
	Kangwa Nonde	-	Division Fire Officer
	Mathews Chibwe	-	Deputy Director of Works
	Veronica Sakala	-	Chiefs Affairs Officer
	Alick Mtonga	-	Senior Committee Clerk
	Ian Ngandwe	-	Assistant Internal Auditor
	Corrine Mwanza	-	Public Relations Officer
	Regina Musonda	-	Assistant Commercial Manager
	Fridah Kakungu	-	Senior Health Inspector
	Dalitso Zulu	-	Water Coordinator
	Sonia Kundolo	-	District Accountant
	Fredrick Kasama	-	Committee Clerk

CALL OF ORDER

The meeting was called to order at 12:05 hours.

NATIONAL ANTHEM/PRAYER

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

PTC/OC/260/09/22: ADOPTION OF THE AGENDA

On a proposal by Councillor Wina Namakando duly seconded by Councillor Tedson Lungu, it was;

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

PTC/OC/261/09/22: ADJOURNMENT OF THE MEETING

On a proposal by Councillor Francis Mwanza duly seconded by Councillor Wina Namakando, it was;

RESOLVED THAT: *the meeting be adjourned to Monday 3rd October, 2022 to allow Councillor go through the agenda of the meeting.*

PTC/OC/262/09/22: RESUMPTION OF THE MEETING

The meeting resumed at 10:49 hours.

PTC/OC/263/09/22: COUNCIL CHAIRMAN'S COMMUNICATION

In his communication, the Council Chairperson recognise the presence of his Royal Highness Senior Chief Kalindawalo, Her Royal Highness Chieftainess Mwanjawanthu in absence and His Royal Highness Chief Mumbi.

He went on to acknowledge the presence of the District Commissioner, Councillors, Council Secretary, Council Management, Heads from various Government department and the general public at large.

He encouraged the Councillors and Officers to fully participate in the deliberations.

He went on to announce that;

- 1. On 27th August 2022, the Council Chairman and the Council Secretary travelled to Katete District for the Kulamba Traditional Ceremony of the Chewa speaking people.*
- 2. On 16th August 2022, the Council Chairman in company of the Council Secretary and three others attended a meeting in Lusaka where they met with the President.*
- 3. On 20th August 2022, the Council Chairman, the District Commissioner and Council Secretary, attended a meeting in Chipata chaired by Permanent Secretary Ministry of Local Government -Mr. Nicholas Phiri.*

4. From 6th -10th September 2022, the Council Chairman, two Councillors, the Council Secretary and Public Relations Officer attended the Local Government Association and AMMICCAL general meeting in Lusaka.
5. On 17th September 2022, Council Chairman and the Council Secretary attended the Kutila Nsembe traditional Ceremony at Mwanjawanthu chiefdom.
6. On 12th and 19th September, Petauke Town Council handed over grants to both Petauke and Kaumbwe beneficiaries under the grants empowerment component of the Constituency Development Fund.
7. The Commissioner of lands visited the District and paid Courtesy on the Council Chairperson.
8. On 13th September 2022, The Permanent Secretary Local Government visited the District.

PTC/OC/264/09/22: CONFIRMATION OF THE MINUTES OF THE ORDINARY COUNCIL MEETINGS HELD ON 19TH JUNE, 2022

On proposal by Councillor Aaron Tembo duly seconded by Councillor Wina Namakando, it was;

RESOLVED THAT: *The Minutes of the Ordinary Council meetings held on 19th June, 2022 numbered from PTC/OC/193/07/22 to PTC/OC/205/07/22 be Taken as read and confirmed as true record of the proceedings of the Council.*

PTC/OC/265/09/22: MATTERS ARISING FROM THE MINUTES OF THE ORDINARY COUNCIL MEETINGS HELD ON 19TH JUNE, 2022

Members were referred to the action sheet.it was;

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

PTC/OC/266/09/22: ADOPTION OF MINUTES OF HEALTH, COMMUNITY DEVELOPMENT AND SOCIAL SERVICES COMMITTEE MEETING HELD ON 9TH AUGUST, 2022.

On proposal by Councillor Misheck Phiri duly seconded by Councillor Christopher Sakala, it was;

RESOLVED THAT: *Minute of Health, Community Development and Social Services Committee meeting held on 9th August, 2022 numbered from CDSS/207/08/22 to CDSS/219/08/22 be received and adopted as part of the proceeding of the Council.*

PTC/OC/267/09/22: MATERS ARISING THEREOF:

a) Under Minute No. CDSS/210/08/22: Community sensitization;
The Council observed that most of the traders that were operating from Chimweta Shops already had trading space in the markets while a few dint have, hence the need to move them to designated places of trading. It was;

RESOLVED THAT: i) the traders at Chimweta Shops be moved to designated places by end of October 2022.

ii) Traders that were displaying and trading on Ekada road should immediately be informed to remove their **merchandise and stop** trading on the roads.

b) Under Minute No. **CDSS/213/08/22: Report of the District Agriculture Coordinator; Promotion of Smart Agriculture, Soil Health.** It was;

RESOLVED THAT: soil testing be intensified for most of the fields had poor soil health and required technical advice.

c) Under Minute No. **CDSS/213/08/22: Report of the District Agriculture Coordinator; Challenges, housing units in Agric – Camps and Blocks.**

RESOLVED THAT: thought they were limited and dilapidated housing units for CEOs/BEOs, officers must NOT rent housing accommodation in Town but in their respective catchment areas to increase the contact period for farmers and officer.

d) Under Minute No. **CDSS/215/08/22: Report of the District Health Director; Covid -19 Vaccinations.** A concern was raised that the administration of the vaccine in rural areas were left to volunteers who were NOT formally trained to injecting people thereby instilling fear in them. Hence people shunning the vaccine. It was;

RESOLVED THAT: the matter be referred to the District Health Director for intervention.

PTC/OC/268/09/22: ADOPTION OF THE MINUTES OF AUDIT COMMITTEE MEETING HELD ON 22ND SEPTEMBER, 2022

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

RESOLVED THAT: i) The Minutes of the Audit Committee Meeting held on 22nd September, 2022 Numbered from AUD/254/09/22 to AUD /259/09/22 be received and adopted as part of the proceedings of the Council.

PTC/OC/269/09/22: ADOPTION OF MINUTES OF PLANS, ENGINEERING AND INFRASTRUCTURE COMMITTEE MEETINGS HELD ON 25TH AUGUST, 2022.

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

RESOLVED THAT: a) Minutes of the Plans, Engineering and Infrastructure Committee meeting held on 25th August, 2022 numbered from PEIC 221/08/22 to PEIC 238/08/22 be received and adopted as part of the Proceedings of the Council Except for item No's;

I) PEIC/22/08/22: New Plot Application

II) PEIC/223/08/22 Application for Un- Numbered Plots and

III) PEIC/226/08/22 Application for Re- Allocation were referred back to the Committee.

PTC/ OC/270/09/22: MATTERS ARISING THEREOF
i) Under item No. PEIC/228/22; Application for formal offers Salaula market stands; it was;

RESOLVED THAT; The Salaula Traders (Foreigners) at Choppies be re-allocated to a place where the Council would be able to collect levies from them.

ii) Under item No. PEIC/231/22: Status of on-going Council Projects – Pre-school;

RESOLVED THAT: Management should in the next sitting of Finance Human Resource and General Purposes Committee present a financial report on the Pre-School.

PTC/ OC/271/09/22: EVOCATION OF COUNCIL STANDING ORDER NO.14 – EXCLUSION OF MEMBERS OF PUBLIC

On a proposal by Councilor Mwanza Francis duly seconded by Councillor Ndhlovu Salome it was,

RESOLVED THAT: Due to the confidentiality in nature of the business to be Presented, the members of the public be excluded from the meeting.

PTC/ OC/272/09/22: ADOPTION OF THE MINUTES OF FINANCE, HUMAN RESOURCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 2ND SEPTEMBER, 2022.

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

RESOLVED THAT: The Minutes of Finance, Human Resource and General Purposes Committee Meeting held on 2ndSeptember,2022 Numbered From FHRGP/239/09/22 to FHRGP/ 253/09/22 be received and adopted as part of the proceedings of the Council.

PTC/OC/273/09/22: RECEIPT AND CONSIDERATION OF MOTION IN ACCORDANCE WITH STANDING No.26.

No motions were received.

COUNCIL SECRETARY'S REPORT

PTC/OC/274/09/22: PROPOSED PROJECT TO CONSTRUCT COUNCIL HOUSING UNITS TO BOOST COUNCIL REVENUE

The Council was informed that Management was intending to venture in a project to boost the revenue of the Council.

The proposed project was to construct fifty (**50**) housing units consisting of high - cost and medium - cost.

The proposed sites for the project were Kawere and Mupya areas for the high-cost the medium-cost houses respectively.

Further, the Council was informed that funding for the project, the Council could consider a Public Private Partnership (**PPP**) or phase the project and start

providing for it under the Capital component of the Local Government Equalization Fund (**LGEF**). It was;

RESOLVED THAT: *The proposal to construct fifty (50) housing units consisting of high - cost and medium - cost at Kawere and Mupya areas respectively on a Public Private Partnership (PPP) or phase the project under the Capital component of the Local Government Equalization Fund be APPROVED.*

PTC/OC/275/09/22: ESTABLISHMENT OF A TRUCK PARKING BAY

The Council was informed that there was need to acquire land for the establishment of a Truck Parking Bay (**TPB**).

The council further heard that, Petauke being a transit town, had a number of trucks making night stopovers enroute to either Lusaka or Chipata and beyond but had no designated place where to safely and orderly park their trucks.

This resulted in the indiscriminate parking of trucks in undesignated areas in the night which leads to littering, loitering and it inconveniences the public.

In view of the foregoing and in order to promote sanity in the district, and also to generate revenue, there was need to establish a **TPB** with basic facilities like fencing, a restaurant, ablutions and some rest rooms.

Further, the Council had no available land where this facility could be established.

Therefore, it was;

RESOLVED THAT i) a proposal to establish a Truck Parking Bay (TPB) be APPROVED

ii) The Council to urgently source a piece of land where the Truck Parking Bay (TPB) could be established.

PTC/OC/276/09/22: PROPORSAL FOR PROPERTY TAX REBATE

The Council was informed that the approved budget on Owners rates for 2022 was K4, 000, 0000.00 and as at 30th June, 2022, the total collection was K608, 877.56 representing a 15 % collection efficiency. This was due to the resistance by rate payers to pay complaining that the rates were too high.

In this regard, Management recommended to award a 45 % rebate for property tax in accordance with Rating Act of 2018 through a Council resolution. The rebate would run from 1st October, to 31st December, 2022. During this period, Rate payers would be required to clear all the outstanding arrears to be current. It was envisaged that the facility offered to rate payers, would enable the Council to raise more revenue and improve the collection efficiency. It was;

RESOLVED THAT: *A 50% rebate on property tax be offered to rate payers from 1st October, to 31st December, 2022 in accordance with Rating Act of 2018.*

PTC/OC/277/09/22: LEASE OF NYIKA MOTEL ROOM ON MONTHLY BASIS DIRECTOR OF WORKS

The Council was informed that Management was seeking for authority and approval of the decision of the Motel Management to allow the Director of Works, Mr. Arnold Mwanabunga who was transferred from Sinazongwe Town Council to stay at Nyika Motel at a fee to be determined by the Council. After a debate, it was;

RESOLVED THAT: *the Director of Works, Mr. Arnold Mwanabunga be offered a room at Nyika Motel at a monthly rental of K1, 500.00.*

PTC/OC/278/09/22: SUSPENSION OF COUNCILLOR KELVIN PHIRI- NYIKA WARD

Reference was made to the 3rd Ordinary Council Meeting held on Tuesday, 29th March, 2022 where Councillor Kelvin Phiri was suspended for a period of 6 months and the Ministry of Local Government and Rural Development (MLGRD) was notified accordingly.

In a letter dated 13th June 2022, the Ministry of Local Government and Rural Development acknowledged receipt of the Council's submission and upheld its decision.

Further the Council was inform that that on 11th September, 2022, Councillor Phiri tendered an apology letter in which he indicated that he was apologizing to the Council Chairperson and requested him to forgive him for all his wrong doings. He indicated that he had come to realize that what he had done was wrong as he did not follow guidance and the law as a Councillor.

He further requested for forgiveness not only from the Council Chairperson but also from The Hon. Members of Parliament for Petauke Central and Kaumbwe Constituencies, Councillors as well as Management and Staff at Petauke Town Council.

Councillor Phiri's suspension elapsed on 29th September, 2022. It was;

RESOLVED THAT: *i) Councillor Kelvin Phiri be welcomed back to the house and that his apology be accepted.*

ii) The Council Chairperson should assign two Councillors to counsel Councillor Phiri.

PTC/OC/279/09/22: CHAIRMAN'S CLOSING REMARKS

The Council Chairperson appreciated the Hon Chief for their contributions. He thanked Management and Councillors. He also uploaded the District Commissioner and the DEBS for attending the Council meeting.

There being no business to transact the meeting was declared close at 15:50 hours after a prayer by Chief Mumbi.

Confirmed this 29th Day of DECEMBER 2022





PETAUKE TOWN COUNCIL
ACTION SHEET OF THE ORDINARY COUNCIL MEETING OF 19TH JUNE, 2022

Minute No.	Title	Resolution	Responsible Officer	Action Taken
PTC/OC/267/09/22	Community sensitization	<p><i>i) The traders at Chimweta Shops be moved to designated places by end of October 2022.</i></p> <p><i>ii) Traders that were displaying and trading on Ekada road should immediately be informed to remove their merchandise and stop trading on the roads.</i></p>	District Planning Officer and Deputy Council Secretary	
PTC/OC/267/09/22	Report of the District Agriculture Coordinator; Promotion of Smart Agriculture, Soil Health And Challenges. Housing units in Agri -Camps and Blocks.	<p><i>i) Soil testing be intensified for most of the fields had poor soil health and required technical advice.</i></p> <p><i>ii) Thought they were limited and dilapidated housing units for CEOs/BEOs, officers must NOT rent housing accommodation in Town but in their respective catchment areas to increase the contact period for farmers and officer.</i></p>	Council Secretary	
PTC/OC/267/09/22	Report of the District Health Director; Covid -19 Vaccinations.	<p><i>A concern was raised that the administration of the vaccine in rural areas were left to volunteers who were NOT formally trained to injecting people thereby instilling fear in them. Hence people shunning the vaccine. It was;</i></p> <p>RESOLVED THAT: the matter be referred to the District Health Director for intervention.</p>	Council Secretary	
PTC/OC/204/07/22	Plans, Engineering and Infrastructure Committee meeting held on 25 th August, 2022	<p><i>item No's;</i></p> <p><i>I)PEIC/22/08/22: New Plot Application</i></p> <p><i>II)PEIC/223/08/22 Application for Un-Numbered Plots and</i></p> <p><i>III) PEIC/226/08/22 Application for Re-Allocation were referred back to the Committee.</i></p>	District Planning Office	Done

PTC/OC/269/09/22	Plans, Engineering and Infrastructure Committee meeting held on 25 th August, 2022	<p><i>I) The Salaula Traders (Foreigners) at Choppies be re-allocated to a place where the Council would be able to collect levies from them.</i></p> <p><i>II) Management should in the next sitting of Finance Human Resource and General Purposes Committee present a financial report on the Pre- School.</i></p>	District Planning Officer	
PTC/OC/274/09/22	Proposal to construct fifty (50) housing units consisting of high - cost and medium - cost at Kawere and Mupya areas	<i>The proposal to construct fifty (50) housing units consisting of high - cost and medium - cost at Kawere and Mupya areas respectively on a Public Private Partnership (PPP) or phase the project under the Capital component of the Local Government Equalization Fund be APPROVED</i>	Council Secretary and District Planning Officer	
PTC/OC/275/09/22	Proposal to establish a Truck Parking Bay	<p><i>i) a proposal to establish a Truck Parking Bay (TPB) be APPROVED</i></p> <p><i>ii) The Council to urgently source a piece of land where the Truck Parking Bay (TPB) could be established.</i></p>		
PTC/OC/276/09/22	Proposal for property tax rebate.	<i>A 50% rebate on property tax be offered to rate payers from 1st October, to 31st December, 2022 in accordance with Rating Act of 2018.</i>	Treasurer	Done
PTC/OC/277/09/22	Lease of Nyika Motel Room on Monthly Basis Director of Works	<i>The Director of Works, Mr. Arnold Mwanabunga be offered a room at Nyika Motel at a monthly rental of K1, 500.00.</i>	Treasurer	Done
PTC/OC/278/09/22	Suspension of Councillor Kelvin Phiri- Nyika Ward	<p><i>i) Councillor Kelvin Phiri be welcomed back to the house and that his apology be accepted.</i></p> <p><i>ii) The Council Chairperson should assign two Councillors to counsel Councillor Phiri.</i></p>	Council Secretary	Done