



PETAUKE TOWN COUNCIL

MINUTES OF THE 6TH ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE ALONG D138 BOMA ROAD ON THURSDAY 29TH DECEMBER, 2022 AT 11:03 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
	Everson Mumba	-	Senior Chief Kalindawalo
	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

IN ATTENDANCE:	Pastor Teddy Mundia	-	Council Chaplin
	Martha Mulenga	-	District Commissioner

OFFICERS PRESENT:	Bupe Mutanya	-	Council Secretary
	Sibeso Muimui	-	District Planning Officer
	Charles Mukupa	-	Deputy Council
	Mathews Chibwe	-	Deputy Director of Works
	Veronica Sakala	-	Chiefs Affairs Officer
	Corrine Mwanza	-	Public Relations Officer
	Dalitso Zulu	-	Water Coordinator
	Sonia Kondolo	-	District Accountant
	Thom Ngoma	-	Internal Auditor
	Margret Nkhosi	-	Asst. Community development Officer
	Chola M. Lukwesa	-	D.A.C.A
	Mathews Sichivula	-	Quantity Surveyor
	Grace Mukumbi	-	MOCTA
	Christopher Chiwila	-	Planning Officer
	Wellington Zimba	-	Human Resource Officer
	Lydia Bwalya	-	Community Development Officer (PTC)
	Esther Phiri	-	Environmental Planner
	Norris Tembo	-	Ass. Surveyor
	James Sikombe	-	Senior Buildings Inspector

Nakena M. Muyangwa	-	Town Planner
Lameck Chirwa	-	S.A .Assistant
Alison Tembo	-	Fire Fighter Driver
Misheck Chileshe	-	Land Surveyor
Jenard Sakala	-	Assistant Town Planner
Bupe J. Nyawali	-	Forestry Technician
Dennis M. Katandula	-	Health Inspector
Kasongo Nyanje	-	DDIO-OPP
Geoffrey Mwale	-	CCO-MOH
Innocent Mwansa	-	Senior Environmental Planner
Samuel Sakala	-	PA MPS Office Central
Monica Mumba	-	Council Police (Seconded)

CALL OF 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/325/12/22: COUNCIL CHAIRMAN'S COMMUNICATION

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

OBITUARY

The Council chairman informed the council that the council lost a member of staff on 29th October, 2022. Mr Satemwa Phiri who worked as a graveyard attendant for nine years until his passing.

COMMUNICATION

He went on to wish them a prosperous 2023 and thanked all for the dedication towards building and achieving the institutional goals for the year 2022. Further, he sked them to continue with same spirit the following year.

The Chairman formally introduced new members of staff who had joined Petauke Town Council on transfer as well as first appointment.

1. Mr Christopher Chiwila Procurement Officer came on transfer from Chilanga Town Council.
2. Miss Rabecca Mazunda Deputy Council Treasurer came on transfer From Mongu Town Council.
3. Mr Nakena Muyangwa Town Planner came on transfer from Kazungula Town Council.
4. Mr Misheck Chileshe Land Surveyor joined on first Appointment.
5. Lameck Chirwa Senior Accountancy Assistant on first appointment
6. Norris Tembo Assistant Land surveyor
7. Allison Tembo Fire Fighter Driver

ANNOUNCEMENTS

1. On 10th October 2022, The vice Commissioner and the team visited Petauke District on a working visit.

2. On 31st October 2022, Miss Lynn S. Habayi from Ministry of lands visited the office of the Council Secretary on the follow up visit with regards to the national titling program.
3. On 2nd November 2022, Miss Elizabeth Changano from the Zambia Revenue Authority visited Petauke District to educate tax payers on the importance of paying tax.
4. On 3rd November 2022, Mrs Emelia S. Bwalya and the team from the Local Government Service Commission visited Petauke Town Council in connection to restructuring of Local Authority.
5. On 25th December 2022, The Council Chairman and The Council Secretary were among the delegated invited to meet H.E Mr Hakainde Hichilema in Chipata where he was attending a Graduation Ceremony at Chipata Teacher's Training College.
6. On 7th December 2022, the Council Chairman and the Council Secretary meet with the Republican President in Chipata at the commissioning of the One Stop Boarder Post with Malawi.
7. On 9th November 2022, Mr Daniel Kabeleka from Zambia Building Society visited Petauke Town Council on business.
8. On 5th December 2022, Mr Roy Machishi and team from Zambia Governing Association visited the Petauke District on business.
9. On 7th December 2022, Mr Vincent Simoongwe from the Ministry of Fisheries and Livestock visited Petauke for stakeholders meeting on Livestock related Acts (draft Acts).
10. On 7th December 2022, Mr Eric Sichembe from the Ministry of Commerce Trade and Industry visited Petauke Town Council with regards to the pilot program on the simplified registration system.
11. On 12th December 2022, Mr Emmanuel Chanda and Mr Kapesi Wangwe from The Engineering Institute of Zambia visited Petauke Town Council to check on compliance of its Members as well as Contractors.
12. On 16th December 2022, Mr Edwin C. Banda from the Ministry of Housing and Urban Development came to the District to check on development register.

PTC/OC/326/12/22:

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/327/12/22: CONFIRMATION OF THE MINUTES OF THE ORDINARY COUNCIL MEETINGS HELD ON 30TH SEPTEMBER, 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 30th September, 2022 numbered from PTC/OC/260/09/22 to PTC/OC/279/09/22 be taken as read and confirmed as true record of the proceedings of the Council.*

PTC/OC/327/12/22: B) MATTERS ARISING FROM THE MINUTES OF THE ORDINARY COUNCIL MEETINGS HELD ON 30TH SEPTEMBER, 2022

Members were referred to the action sheet. it was;

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

PTC/OC/328/12/22: ADOPTION OF MINUTES OF HEALTH, COMMUNITY DEVELOPMENT AND SOCIAL SERVICES COMMITTEE MEETING HELD ON 17TH NOVEMBER, 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 17th November, 2022 numbered from CDSS/280/11/22 to CDSS/287/11/22 be received and adopted as part of the proceeding of the Council except for item No CDSS/281/11/22 A2; **Rural Water and Sanitation , Rehabilitation** which was referred back to the Committee.*

PTC/OC/328/12/22: A) MATERS ARISING THEREOF:

a) Under Minute No. **CDSS/281/11/22: Inspection of Premises;** Choppies Super Market had no machine for warming food for customers. It was;

***RESOLVED THAT:** Choppies Super Market be ordered to purchase a micro wave machine to warm food for customers.*

b) Under item No. CDSS/283/11/22; **Report of the District Agriculture Coordinator;** that a lot of corruption was exhibited during the farmer input support programme. It was;

***RESOLVED THAT:** the District Agriculture Coordinator should sensitize the Camp Officers on the dangers of practicing corruption.*

PTC/OC/329/11/22: ADOPTION OF MINUTES OF PLANS, ENGINEERING AND INFRASTRUCTURE COMMITTEE MEETINGS HELD ON 1&2ND DECEMBER, 2022.

On proposal by Councillor Aaron Tembo seconded by Councillor Lungu Tedson, it was;

***RESOLVED THAT:** a) Minutes of the Plans, Engineering and Infrastructure Committee meeting held on,1&2nd December,2022 numbered from PEIC*

288/12/22 to PEIC 310/12/22 be received and adopted as part of the Proceedings of the Council Except for item No's;

i) PEIC/295/12/22: **Application for Numbering of Plots A). Anusa Area – Mahmoud Salman Soliman**; that the application be REJECTED due to the following reasons;

a) The Land was within the Township boundary

b) The extent of the Land applied for was too much to be allocated to one applicant.

ii) PEIC/295/12/22 **Application for Numbering of Plot; D) Turn Off Area – Martin Timothy Mwanza**; that the matter be referred back to the Committee.

PTC/ OC/330/12/22: MATTERS ARISING THEREOF

i) Under item No. PEIC/305/12/22; **Status of Council Fleet**; under item 2 on the table Toyota Hilux ALM 1810, it was; that the Final report would be reported to the Adhoc Committee.

ii) All Vehicles that were identified and recommended for disposal due to their state of disrepair be identified with their No plates and demanded for transparency in the disposal process.

PTC/ OC/331/12/22: ADOPTION OF MINUTES THE AUDIT COMMITTEE MEETING OF 16TH DECEMBER, 2022

On proposal by Councillor Wina Namakando seconded by Councillor, Sign Mumba, it was;

RESOLVED THAT: Minutes of the Audit Committee meeting held on 16th December, 2022 numbered from AUD/ 311/12 to AUD 317/12/22 be received and adopted as part of the Proceedings of the Council.

PTC/ OC/332/12/22: 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/333/12/22: ADOPTION OF THE MINUTES OF FINANCE, HUMAN RESOURCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 23RD DECEMBER, 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 23rd December, 2022 Numbered From FHRGP/239/12/22 to FHRGP/ 325/12/22 be received and adopted as part of the proceedings of the Council.

PTC/ OC/334/12/22: MATTER ARISING THEREOF

a) Under item No. FHRGP/320/12/22: **Normalization of Employment Status – Mirriam Mbewe Office Orderly**. It was;

RESOLVED THAT: All workers that had served on contracts for longer period be employed on permanent basis.

b) Under item No. FHRGP/320/12/22: **Variation of Capital Budget Estimates for Recurrent and Capital Budget;** It was;

RESOLVED THAT: Financial Reports for Lusowe Aqua - culture Project and the Pre – School be presented to the Finance and General Purposes Committee to ascertain their progress and variability.

PTC/OC/335/12/22: RECEIPT AND CONSIDERATION OF MOTION IN ACCORDANCE WITH STANDING No.26.

No motions were received.

PTC/OC/336/12/22: CHAIRMAN'S CLOSING REMARKS

The Council Chairperson appreciated the Hon Chiefs for their contributions. He thanked Management and Councillors.

He went on to inform the members that the next Council meeting would be expected not to last for more than two (2) hours.

There being no business to transact the meeting was declared close at 16:35 hours after a prayer by Council Chaplain Pastor Teddy Mundia.

Confirmed this.....^{1st}..... Day of^{SEPT}.....2023

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Council Chairman





PETAUKE TOWN COUNCIL
ACTION SHEET OF THE ORDINARY COUNCIL MEETING OF 29TH DECEMBER, 2022

Minute No.	Title	Resolution	Responsible Officer	Action Taken
PTC/OC/328/12/22	Adoption of Minutes of Health, Community and Social Services Committee Meeting Held On 17 th November, 2022	item No CDSS/281/11/22 A2; Rural Water and Sanitation , Rehabilitation which was referred back to the Committee	District Planning Officer	
PTC/OC/328/12/22	Report of the District Agriculture Coordinator; Promotion of Smart Agriculture, Soil Health And Challenges. Housing units in Agri -Camps and Blocks.	A) MATERS ARISING THEREOF: a) Under Minute No. CDSS/281/11/22: Inspection of Premises; Choppies Super Market had no machine for warming food for customers. It was; RESOLVED THAT: Choppies Super Market be ordered to purchase a micro wave machine to warm food for customers. a) Under item No. CDSS/283/11/22; Report of the District Agriculture Coordinator; that a lot of corruption was exhibited during the farmer input support programme. It was; RESOLVED THAT: the District Agriculture Coordinator should sensitize the Camp Officers on the dangers of practicing corruption.	Council Secretary/ District Planning Officer District Agriculture Coordinator	i) In 2020, the ZIFILP through ZARI carried out a comprehensive soil Survey in the entire province. Msekera Research was contacted over the matter. Results of the survey are yet to be released and shared. ii) Five houses in Lusinde, Manjazi, Mumbi A South Nyamphande 2&Kasero camps would be rehabilitated using funds from the Ministry of Agriculture HQs. iii) Further NOTE that under Petauke Council CDF component , the department submitted a list of houses that required rehabilitation and areas for new construction which includes ; Chimtanda1&2 Kaombwe, Mthumpa, Mtukuzdzi, Manyane, Kasusu and Mnyeche while Mondola, Matonje, Nyalingu, Minga and Lusowe need rehabilitation.

