



**EXTRACT MINUTES OF THE REVISED FEES AND PENALTY UNIT VALUE  
HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE ALONG D138 BOMA  
ROAD PETAUKE ON 6th NOVEMBER 2024 AT 14:00 HOURS**

**Attendance:**

<b>Name</b>	<b>Gender</b>	<b>Position</b>
1. Joseph Tembo	M	Marketeer
2. Abraham Sakala	M	Business man
3. Banda Elies	F	Marketeer
4. Regina Phiri	F	Marketeer
5. Willson Phiri	M	Chairperson-PCC
6. Simion Mutale	M	Contractor
7. Mercy Chisi	F	Entrepreneur
8. Donald Sakala	M	V/Chairperson-PCC
9. Lister Banda	F	Marketeer
10. Esaya Tembo	M	Marketeer
11. Mwenzi Banda	F	Community Member
12. Samuel Banda	M	MP assistant
13. Dalisto Tembo	M	Marketeer
14. Iland Tembo	M	Trader
15. Samilani Romana	F	Director- Cassa Romana G.H
16. Sosten Tembo	F	Trader
17. Hellen Chisha	F	ZANIS
18. Innocent Mwanza	M	Socio- Economic Planner
19. Corinne Mwanza	F	Public Relation Officer
20. Sibeso Muimui	F	Director Planning
21. Nelia Sakala	F	Director Finance
22. Mathews Chibwe	M	Dpty Director- Works
23. Biswell Phiri Officer	M	Community Development
24. Sonia Kondolo	F	Accountant
25. Monica Mumba	F	Committee Clerk
26. Chituta Kapundwa	M	IT- Officer

## AGENDA

1. Opening remarks
3. Presentation on budget consultation rationale
4. Presentation on the budget formulation cycle
5. Presentation on the revised fees and penalty unit value
6. Plenary session
7. Resolutions
8. Closing remarks

### PTC BCM 04/11/24: OPENING REMARKS

On behalf of the Petauke Town Council, I wish to warmly welcome all our stakeholders who have joined us today for this important sensitization meeting on the Revised Fees and Penalty Unit Value. Your presence here reflects your commitment to working together with the Council to ensure effective local governance and improved service delivery for our community.

The purpose of our meeting this afternoon is very specific and guided by national policy. As you may be aware, the central government through the Ministry of Finance and National Planning has issued **Treasury Management and Financial Circular No. 12 of 2024**, and enacted **Statutory Instrument No. 25 of 2024**, which mandates all local authorities to revise the value of the Fee Unit and Penalty Unit from **Thirty Ngwee (K0.30) to Forty Ngwee (K0.40)**.

This directive is *not* optional and does *not* originate from the Council. It is a nationwide fiscal measure introduced to align government revenue systems with prevailing economic conditions. Our responsibility here today is therefore to ensure that all stakeholders are fully informed about what has changed, why it has changed, and how it will affect various fees, licenses, and penalties administered by the Council.

This meeting also provides an opportunity for open dialogue. We want to ensure clarity, address concerns, and hear your recommendations particularly on how the additional revenue generated should be applied to improve the services that matter most to you.

With these remarks, I wish to officially open this meeting and invite all of you to engage freely and constructively.

### PTC BCM 04/11/24: RATIONALE FOR BUDGET CONSULTATION

The Acting Council Secretary, Ms. Sibeso Muimui, opened the session by stating the primary purpose of the meeting: to sensitize stakeholders on the mandatory revision of fees and the penalty unit value as directed by the central government. She clarified that this revision is not at the Council's discretion but is a nationwide directive implemented through **Statutory Instrument No. 25 of 2024 and guided by Treasury Management and Financial Circular No. 12 of 2024** from the Ministry of Finance and National Planning.

## **PTC BCM 05/11/24: BUDGET FORMULATION CYCLE**

Mr. Mathews Chibwe, the Deputy Director of Works (DDoW), outlined the budget formulation cycle. He explained that stakeholder proposals for services would be costed and matched against projected revenues, which include grants from the central government and locally generated revenue from fees, permits, and fines.

## **PTC BCM 05/11/24: HIGHLIGHTS AND PLENARY ON THE REVISED FEES AND PENALTY UNIT VALUE**

Ms. Neila Sakala, the Council Treasurer, led a detailed session on the implications of the new regulations. The presentation was structured as follows, with a plenary discussion infused after key points:

### **Slide 1: The Directive**

- **Presentation:** The revision is a mandatory nationwide directive from the Ministry of Finance and National Planning, implemented through Treasury Management and Financial Circular No. 12 of 2024 and formalized by Statutory Instrument No. 25 of 2024.
- **Plenary Interaction:**
  - **Council Question:** "Is anyone aware of this new government circular that was issued in April 2024?"
  - **Stakeholder Feedback:** General acknowledgment that the information was new to most. Emphasis from the Council that this is not a local decision but a national fiscal policy that all councils must follow.

### **Slide 2: What Has Changed?**

- **Presentation:** The core amendment in S.I. No. 25 of 2024 is the increase of the official Fee Unit and Penalty Unit value from Thirty Ngwee (K0.30) to Forty Ngwee (K0.40).
- **Visual Aid:** A simple graphic showing "K0.30 → K0.40".
- **Plenary Interaction:**
  - **Council Question:** "To be clear, does everyone understand that the 'unit' itself hasn't changed, but the *value* of each unit has increased?"
  - **Stakeholder Feedback:** Questions for clarification. The Council provided concrete examples to ensure comprehension.

### **Slide 3: Impact on Business Fees & Licenses**

- **Presentation:** All fees set by law in "fee units" must now be recalculated using K0.40.
  - **Example:** A trading license priced at 1,000 fee units.

- Old Cost: 1,000 units x K0.30 = K30
- New Cost: 1,000 units x K0.40 = K40
- This affects business licenses, market stalls, building permits, etc.
- Plenary Interaction:
  - Stakeholder Question: "Can you provide us with a complete list of all the specific fees that have gone up?"
  - Council Response: "Yes, a detailed proposed price list for 2025 is available for your review today, and we will widely circulate the final version once the budget is adopted."

#### Slide 4: Impact on Penalties and Late Payments

- Presentation: The Council is adjusting its penalty structure in line with the new unit value to serve as a more effective deterrent.
  - The base value for a penalty unit is now K250.
  - The specific penalty for late payment of levies has been increased from K750 to K1,000.
- Plenary Interaction:
  - Stakeholder Concern: "The increase in the late penalty is significant. Will there be a grace period or an extensive awareness campaign before it is enforced?"
  - Council Response: "This sensitization meeting is a key part of that campaign. We are revising all our public notices and will use local media to ensure everyone is informed before full enforcement begins."

#### Slide 5: Rationale & Expected Outcomes

- Presentation: The government's rationale is to keep pace with economic realities (inflation). For the Council, this increased revenue is critical for improving service delivery.
- Visual Aid: Graphic showing potential uses for increased revenue: Improved Waste Collection, Market Rehabilitation, Road Maintenance.
- Plenary Interaction:
  - Council Question: "We acknowledge that this increases your costs. In return, what specific services would you prioritize for improvement with this additional revenue?"
  - Stakeholder Feedback: Consensus that improved sanitation, waste management, and market infrastructure are the highest priorities. Stakeholders expressed a strong desire to see a direct link between the increased fees and tangible service improvements.

#### Slide 6: The Way Forward

- Presentation: Implementation is effective immediately as per the circular. The Council is updating its systems and public notices.
- Plenary Interaction:
  - Stakeholder Appeal: A request for a phased implementation where possible, especially for annual licenses renewed mid-cycle.

#### **PTC BCM 07/11/24: CONCLUSION AND WAY FORWARD**

The meeting on the Revised Fees and Penalty Unit Value was concluded with the following resolutions:

1. **Mandatory Implementation Acknowledged:** All stakeholders acknowledged that the revision of the Fee and Penalty Unit from K0.30 to K0.40 is a mandatory directive from the Central Government, as stipulated in **Statutory Instrument No. 25 of 2024**, and therefore must be implemented by the Petauke Town Council.
2. **Commitment to Transparency and Communication:** The Council committed to ensuring maximum transparency and public awareness. This includes:
  - Widely circulating the final, detailed schedule of revised fees once the 2025 budget is approved.
  - Issuing new public notices and utilizing local media channels to inform the entire business community and the public of the changes.
3. **Revenue for Service Delivery:** There was a mutual understanding between the Council and stakeholders that the additional revenue generated from these revisions must be visibly reflected in improved service delivery. Key priority areas identified include enhanced solid waste management, sanitation in markets, and maintenance of township roads.

#### **PTC BCM 08/11/24: CLOSING REMARKS**

As we come to the close of today's consultative meeting, allow me to express my sincere gratitude to each of you for your active participation, your questions, and your valuable contributions. Your engagement has reinforced the importance of collaboration between the Council and the community we serve.

We leave this meeting with a shared understanding that the revision of the Fee Unit and Penalty Unit value is a **mandatory national directive** under *Statutory Instrument No. 25 of 2024*. While the changes may bring adjustments to the cost of doing business, they also present an opportunity for us to strengthen the financial capacity of the Council and, in turn, enhance service delivery across Petauke.

We have taken note of the concerns raised regarding awareness, the request for phased implementation in certain areas, and the need for transparency in how these revenues are utilized. The Council remains committed to:

- Circulating the final schedule of revised fees once the 2025 budget is approved,
- Issuing clear public notices and using media platforms to inform the wider community, and

- Ensuring that increased revenue translates into visible improvements particularly in waste management, market sanitation, and township road maintenance.

Your feedback today guides us in making decisions that are responsive and inclusive.

I wish to thank you once again for your time and contributions. Together, we will continue building a cleaner, more orderly, and more progressive Petauke.

The consultative meeting was officially closed at 17:25 hours.

**CERTIFIED AS A CORRECT EXTRACT COPY OF THE PROCEEDINGS OF THE REVISED FEES AND PENALTY UNIT VALUE HELD IN THE COUNCIL CHAMBER ON 6th NOVEMBER 2024 AT 14:00 HOURS**

Signed this ..... 9<sup>th</sup> ..... day of ..... November ..... 2024.



**Kelvin Banda (MR)  
COUNCIL SECRETARY**

