



**PETAUKE TOWN COUNCIL**

**MINUTES OF THE PETAUKE TOWN COUNCIL BUDGET CONSULTATION  
STAKEHOLDERS ENGAGEMENT MEETING HELD IN THE CONFERENCE ROOM  
CIVIC CENTRE, PETAUKE ON MONDAY 3<sup>RD</sup> NOVEMBER 2025 FROM 14:57HOURS  
TO 17:21 HOURS.**

**PRESENT:**

| <b>Name</b>            | <b>position</b>             | <b>Organisation</b>                       |
|------------------------|-----------------------------|---|
| 1. Kelvin Banda        | Council Secretary           | Petauke Town Council/ Meeting Chairperson |
| 2. Enock K Ngulube     | Director HRA                | Petauke Town Council                      |
| 3. Rabbecca Mazunda    | Ag Director Finance         | Petauke Town Council                      |
| 4. Sonia Kandolo       | Accountant                  | Petauke Town Council                      |
| 5. Robbie Musendo      | District Agriculture Coord- | Petauke Town Council                      |
| 6. Innocent Mwansa-    | Ag Director Planning-       | Petauke Town Council                      |
| 7. Abzack B Phiri      | Com Development Off.-       | Petauke Town Council                      |
| 8. Hara Chimwemwe      | -Architect                  | Petauke Town Council                      |
| 9. Corinne Mwanza      | -Public Relations Officer   | Petauke Town Council                      |
| 10. Monica Mumba       | Assistant Comm. Clerk-      | Petauke Town Council                      |
| 11. Mwelwa Z Tembo     | Vice President Industrial   | Petauke Chamber of Commence               |
| 12. Langiwe J M Mwale- | Member                      | Petauke Chamber of Commence               |
| 13. Wilson Phiri       | President                   | Petauke Chamber of Commence               |
| 14. Donald Sakala      | Vice President              | Petauke Chamber of Commence               |
| 15. Gideon Moyo        | Trustee                     | Petauke Chamber of Commence               |
| 16. Abraham Chirwa     | Member                      | Petauke Chamber of Commence               |
| 17. Nicholas M Banda-  | WDC Chairperson             | Nyika Ward WDC                            |
| 18. Emmanuel Sichunda- | Member                      | Contractors Association                   |
| 19. Kosam Zulu         | Member                      | Petauke Chamber of Commence               |
| 20. Mabvuto Banda-     | Secretary                   | Petauke Chamber of Commence               |

## **CALL TO ORDER**

The meeting was called to order by **Mr. Kelvin Banda, Council Secretary** at 14: 57 hours followed by a prayer offered by **Mr. Innocent Mwansa** the Acting Director planning.

## **PTC/SBEM/01/11/25: ADOPTION OF THE AGENDA**

The agenda for the meeting was adopted as outlined below:

1. Call to order and Prayer
2. Opening Remarks
3. Presentation on the 2025 Budget Performance
4. Consideration of Stakeholders submissions/budget proposals
5. Plenary
6. Closing Remarks and prayer

## **PTC/SBEM/02/11/25: CHAIRPERSON OPENING REMARKS**

In his opening remarks Mr. Kelvin Banda, Council Secretary welcomed everyone to the meeting and urged them to freely contribute during the ensuing deliberations. He mentioned to the stakeholders that Petauke Town Council was committed to fostering transparency, accountability and inclusive governance adding that community participation was key at every stage of the council operations. Stakeholders were informed that the engagement meeting was aimed at reviewing the performance of the 2025 Budget, address the challenges faced and to receive budget submissions for the 2026 fiscal year while ensuring alignment with the Local Authority's mandate, National Development goals and Community needs.

The remarks by the Council Secretary were noted.

## **PTC/SBEM/03/11/25: PRESENTATION ON THE 2025 BUDGET PERFORMANCE**

### **1. Introduction**

It was reported that Petauke Town Council was undertaking the budget performance review and preparation **pursuant to Section 41, Part VI of the Local Government Act No. 2 of 2019.**

## 2. Objectives

The objectives of the Stakeholders Engagement meeting were presented to the stakeholders as follows:

- To review 2025 Budget Performance
- To explain challenges faced by Petauke Town Council in the Execution of the Budget
- To Sensitise stakeholders on the revised fees and Charges
- To create awareness among stakeholders on the payment methods available
- To receive stakeholders' inputs for the 2026 budget
- To ensure fiscal plans were aligned with community needs.

## 3. Presentation

The Acting Director Finance presented the 2025 budget performance covering the period ending 30<sup>th</sup> September, 2025 while highlighting the challenges faced by the Local Authority in the execution of the budget.

The Acting Director Finance explained that the Council was highly indebted especially to the Statutory Bodies such as the National Pension Scheme Authority (**NAPSA**), Local Authorities Superannuation Fund (**LASF**), Zambia Revenue Authority (**ZRA**) and on salaries and wages to employees and retired staffs.

Further, The Acting Director Finance explained to the stakeholders on the utilization of the funds received under the Zambia Devolution Support Program (ZDSP).

In addition, Stakeholders were informed that the Council would, effective **January 2026**, increase toilet and market levies from the current **K2 to K3**. The increase was aimed at cushioning the cost of maintaining the markets and public toilets, ensuring they remained clean and functional at all times.

The Acting Director Finance also reported that the Council would, effective **January 2026**, introduce daily parking fees as follows for motor bike and bicycle operators as follows:

- i. **Bicycles** - **K2.00 per day**
- ii. **Motor Bikes** - **K5.00 per day**

The presentation was appreciated by the stakeholders.

**PTC/SBEM/04/11/25: CONSIDERATION OF THE STAKEHOLDERS SUBMISSIONS/ BUDGET PROPOSALS**

Stakeholders raised concerns on the low collection efficiency of **39%** on own source revenue and a daily cash collection of **K639.00** at the bus station at average. It was mentioned that Council was only limited to collecting revenue only in the three (3) markets and the local authority urged to carry out revenue assessments of all the markets surrounding the district. To enhance revenue collection the Council was also urged to consider establishing the Point of Sale (POS) machines at the Civic Centre so that clients all the deposits for council payments are made within the same premises.

Further, Stakeholders also emphasized on the need to remove the street vendors as they were making the central Business District (CBD) area to look disorderly adding that the situation also contributed to the low collection efficiency on market fees.

In another development, stakeholders applauded the Council on the proposed initiative to construct a modern bus station at the Petauke Turn-off noting that the development would enhance council revenue and as well as improve service delivery.

It was also noted from the submissions that the Community had a bad perception of the Council's operations which caused mistrust, lack of confidence, dishonest among other negative views. Stakeholders intimated that in order to change the perception, the Local Authority had to work on having a human face and enhance community participation by constituting a Public Private Sector Committee.

On measures to enhance solid waste management, it was submitted that council had concentrated much on markets and bus stations sidelining the lodges in terms of garbage collections.

The stakeholders also submitted on the escalating security situation thereby calling on the Council to bring the matter to the attention of the Zambia Police Service.

The Council was also urged to consider engaging a private company to collect revenue on behalf of the Council with a mutually beneficial memorandum of understanding.

On the management and sponsorship of the Petauke United Football Club, stakeholders proposed that whenever the council was engaging the Community on the club's sponsorship, there was need to target key stakeholders such as businessmen and contractors as well as the Constituency Development Fund Committee (CDFC) if there was any provision of getting support for the Club. It was also observed that contractors and the business community had a Corporate Social Responsibility which required them to plough back to the community. The council was also urged to consider completing the construction of the stadium which would be a source of revenue to the council as well as the club.

**PTC/SBEM/05/11/25: PLENARY**

When asked about the sponsorship for the Petauke United Football Club, the Council Secretary informed the stakeholders that the club was allocated a grant amounting of **K40,000.00** which was meant for business to sustain the operations of the club. He however regrated to mention that the grant was not properly utilized by the executive.

On the issue of property rate payers and business permits, the Council Secretary applauded the Chamber of Commerce had really helped as the ambassador between the Council and the community as well as the business entities.

He further mentioned that Council wanted to update the valuation roll in the year 2025 but he informed the stakeholders that the appointed Valuation Surveyor only confirmed his availability on 21<sup>st</sup> September, 2025 and so the process of updating the valuation roll had not commenced yet. Therefore, it was only feasible to conclude the process within the course of 2026. The process of updating the Valuation Roll was aimed at broadening the catchment for revenue collection.

After a lengthy deliberation, it was;

**RESOLVED THAT:**


- i. *The finance department to upgrade the computer-generated receipt to have a provision for showing the amount paid and the balance after payment.*
- ii. *Council to provide the required municipal services such as grading of roads, street naming and compound Posters for easy of identification in high density locations.*
- iii. *The Engagement meeting be conducted quarterly for performance reviews.*

**PTC/SBEM/06/11/25: CLOSING REMARKS**

In closing the meeting, the Council Secretary asked the President of the Petauke Chamber of Commerce and Industry to make his final remarks.

In his remarks, The President thanked the Council Management for convening such an important meeting adding that the initiative would help to create an harmonious relationship between the council and its residents. He also intimated that the engagement meeting was cardinal in seeking consensus on contentious issues that would otherwise affect the smooth operations of the Council in the provision of services.

**Prepared by:**

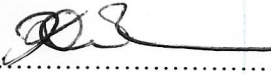
  
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Name: Monica Mumba

Role: Assistant Committee Clerk

Department: Humna Resource and Administration

**Approved by:**

  
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Kelvin Banda

Council Secretary

Petauke Town Council

