

KATETE TOWN COUNCIL

MINUTES OF THE MILANZI CONSTITUENCY DEVELOPMENT FUND COMMITTEE MEETING HELD AT MPHANGWE MOTEL ON TUESDAY, 10TH FEBRUARY 2025, AT 10:00 HOURS

Present

S/No	Name	Position	Ward
1	Hon. Phiri Melesiana	Member of Parliament	Constituency
2	Raphel F.M. Phiri	District Commissioner	Katete
3	Moses Phiri	Chairperson	-
4	Phiri Peter	Committee Member	Kapangulula
5	Mwale Gladys C	Vice Chairperson	Dole
6	Mbewe Felix	Councillor	Kapangulula
7	Mvula Leonard T	Reverend	Kapangulula
8	Jobias Sakala	Committee Member	Kasambndola
9	Zulu Abraham	Chief's Representative	Chindwale
10	Banda Francis	Councillor	Katiula
11	Mwale Yelesani	Councillor	Kapoche
12	Kamanga Patricia	CDO	KTC
13	Phiri Emmanuel	Chief Accountant	KTC
14	Manda Nduba	Acting CDO	KTC
15	Moddy Malowa	CDO	KTC
16	Hildah Phiri	NGOCC	KTC
17	Mwala Ikasaya	DACA	KTC

Opening Prayer

The meeting was called to order at 10:15 hours by the Secretariat, followed by a prayer and a Bible reading from Philippians 2:5, led by Rev. Leonard T. Mvula.

CDF/01/01/25 - Notice of Meeting and Adoption of Agenda

Patricia Kamanga, on behalf of the Secretariat, read the notice of the meeting and the agenda. Amendments were made to defer the orientation of new members and the

Director of Works' report to the next sitting. Hon. Francis Banda proposed, and Yelesani Mwale seconded, the adoption of the agenda with amendments.

CDF/02/01/25 - Introductions and Apologies

Members introduced themselves as per the attendance list. Apologies were received from the Director of Works, who was attending a meeting in Lusaka, and from Mr. Jackson Banda and Davison Mwale, who had not been informed of the meeting.

CDF/03/01/25 - Elections

New guidelines introduced under the CDF Act No. 1 of 2024 required changes to the CDFC structure, including additional members representing various sectors. After deliberation, the committee elected Mr. Moses Phiri as Chairperson and retained Madam Gladys C. Mwale as Vice Chairperson. Hon. Francis Banda proposed, and the MP seconded, the elections.

CDF/04/01/25 - Welcoming Remarks

The MP welcomed all members, emphasizing the importance of transparency in the committee's work and the role of CDFC in constituency development.

CDF/05/01/25 - Reading of Previous Minutes

Patricia Kamanga read the minutes of the previous meeting held on 22nd July 2024.

CDF/06/01/25 - Adoption of Previous Minutes

The MP proposed, and the DC seconded, the deferral of the adoption of the minutes to the next meeting due to the absence of principal officers who were to provide clarifications.

CDF/07/01/25 - Matters Arising

No matters arising were addressed as the Director of Planning was absent.

CDF/08/01/25 - Report from the Director of Planning

Bursaries

- The Secretariat reported receiving 136 secondary school bursary applications and 252 skills development applications. The 2025 budget for bursaries stood at K6,228,203.00.
- Last year, 142 secondary school students (57 males and 85 females) were supported, with 130 continuing this year at a cost of K536,500.
- For skills development, 466 students were supported in 2024, with 78 continuing in 2025 at a cost of K1,593,637.
- The committee noted that certain schools were ineligible for funding due to non-compliance with CDF guidelines.
- After deliberations, only 134 secondary school bursaries were approved at a cost of five hundred, eleven thousand, two hundred kwacha (511 200) on proposal by councillor Fransis and seconded by the DC as listed in appendix 1.

CDF/09/01/25 - Any Other Business

- The DC recommended that all documents be verified before presentation and that meeting notices include the relevant documents for review.
- The MP emphasized the need for improved accountability among principal officers and better communication.
- Hon. Yelesani Banda advised scheduling the next meeting with only council directors present.
- The house resolved that students paying over K20,000 should be visited to verify fee structures.
- The committee agreed to commence institutional monitoring on 17th February 2025.
- All CDFC members were advised to open bank accounts for CDF-related transactions.

CDF/10/01/25 - Financial Report

- Acting Director of Finance Emmanuel Banda reported that K5,000,000 was received for 2024, with additional funds from previous allocations.

- The committee sought clarity on fund requests from the ministry, but the Acting Director of Finance could not provide specifics.

- It was resolved that the financial report be presented in the next meeting when the Director of Finance would be available.

CDF/11/01/25 - Closing Remarks and Prayer

The Chairperson thanked members for their participation, particularly the DC, and emphasized teamwork. The meeting was closed at 16:00 hours with a prayer by Rev. Leonard T. Mvula.

Secretary's Signature

Name: _____

Signature: _____

Date: _____

Chairperson's Signature

Name: _____

Signature: _____

Date: _____