REPUBLIC OF ZAMBIA

MINISTRY OF LOCAL GOVERNMENT AND RURAL DEVELOPMENT

Katete Town Council
Business Stakeholder Meeting Minutes for budget preparation

Zambia Devolution Support Program

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Stakeholder Meeting Minutes Template

KATETE TOWN COUNCIL

Meeting Title: Business Stakeholder feedback assessment for 2025 CDF and Budget stakeholder Consultation

Date: 1st December, 2025

Time: 15:18 hours- 17:30 hours

Location: Mphangwe Motel

Facilitator team:

1. Council secretary
2. Director Planning- Team Lead
3. Director Engineering
4. Acting Director Finance
5. Socio Economic Planner

Attendees:

The attendance list is attached as appendix A

Agenda

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1 Introductions

The meeting began with a prayer led by Miss. Faith Ndlovu followed by individual introductions. The purpose of the meeting was to share information regarding the 2025 CDFC performance and to gather feedback from the various stakeholders present.

2 Welcoming remarks

The Council Secretary welcomed all members and acknowledged the importance of community participation in local governance. She highlighted that the Constituency Development Fund (CDF) allocation had increased to K80 million for the coming year, forming a major part of the Council's budget. She emphasised that most programmes for 2026 would be financed through the CDF and thanked stakeholders for their continued commitment to development. The meeting was officially opened at 15:18 hours.

3 2025 Constituency Development Fund Performance

The Director of Engineering provided a detailed status report on the ongoing 2025 CDF projects across both Mkaika and Milanzi constituencies. In Mkaika Constituency, several infrastructure projects are underway, including the construction of a 1x3 classroom block at Kafunka Day Primary School, which currently stands at 10% completion. The staff house at Kamasa Health Post was at 75% completion, while the bridge project in Undi Chiefdom was at 10%. The construction of a health post at Kamiza is progressing at 35%, and two health posts in Walubwe, Matunga Ward, was underway at 25% completion, with contractors fully mobilized. Additional works included the construction of a 1x3 classroom block at Katete Day Primary School in Mpangwe Ward and a maternity annex at Zenaka in Chilongamawe, which was at 5% progress. A second health post at Kamasa was progressing at 30%.

For Milanzi Constituency, notable progress was reported across multiple sectors. The construction of a CRB block at Kawaza Primary School was at 35% completion, while the staff house at Kagoro Police Post stood at 25%, with additional houses at 15% and 25% completion stages. The classroom block at Walubwe Primary School was underway, and the water scheme at Kawaza Primary School was progressing at 20%. The health post at Bombwe was at 20% and continues to advance, alongside the construction of a water scheme in the same area. Two major bridge projects—Chibondo and Kuzemba—have been completed at 100%. Further works included the delivery of double-seater desks, the CRB construction at Katete Primary School at 10% progress, and the ongoing construction of an ablution block at 35%. Overall, most contractors remained on site, and progress across the district is steady as the projects advance under the 2025 CDF cycle.

4 Zambia Devolution Support Programme (ZDSP)

Under the Zambia Devolution Support Programme, the Council is implementing a project at Msanya Health Post. The project is currently ongoing and is awaiting approval from the Zambia Environmental Management Agency (ZEMA) before the next phase can proceed. Additionally, the Council has received ZDSP applications for the 2025 cycle and is in the process of reviewing these submissions to ensure alignment with district development priorities.

5 Stakeholder Feedback Session

The Council Secretary informed members that the VVIP Lounge used for receiving the Republican President had recently been renovated. She then opened the floor for questions and contributions from stakeholders. Mr. Inocent Phiri sought clarification on whether all the listed projects fell under the 2025 allocation, to which the Council Secretary responded that projects from 2022, 2023, 2024, and 2025 were all being implemented under the 2025 budget cycle.

Mr. Emanuel K. Sakala from Perabe Construction inquired about measures taken to enhance security during the procurement of desks. In response, the Council Secretary assured the meeting that security measures were being strengthened.

Mr. Gift Mukkela of Benespa Investment commended the Council Secretary for effectively publicising Katete and ensuring close monitoring of district projects. He raised concerns regarding the condition of feeder roads and recommended that improvement works be prioritised. The Acting District Commissioner, Mr. Ngongolo P.J, supported this recommendation and emphasised the need for enhanced road works. Mr. Adrian Banda further acknowledged that some feeder roads had been successfully improved and noted that communities were appreciative of the efforts made so far.

6 Budget presentation

Following the discussions, the Council Secretary invited the Acting Director of Finance, Mr. Kalemba Phiri, to present the 2023–2024 Finance Department Status Report, which is attached under the Finance Department records.

7 Budget Presentation Feedback

During the discussions, the Acting District Commissioner raised the issue of improving revenue generation within the district. In response, the Council Secretary emphasised the need for increased support and compliance from companies operating in Katete, noting that enhanced collaboration could help strengthen the district's revenue base. Mr. Emanuel K. Sakala further queried why it remained difficult to collect land rates from certain properties. The Council Secretary clarified that most land in Katete District falls under customary tenure, making it challenging to enforce rate collection since state land—where statutory rates apply—is extremely limited.

Additionally, Mr. Francis Banda of Zenaka highlighted the need for improved waste management systems and recommended that the Council utilise local radio stations to sensitize communities on the importance of proper garbage disposal to prevent the spread of diseases. The Acting District Commissioner supported this recommendation and agreed that local radio remains the most effective platform for disseminating information on public health and waste management.

8 Closing Remarks

The Council Secretary encouraged stakeholders to attend meetings consistently to foster the development of Katete District. She also reminded the Epidemic Preparedness Committee to remain vigilant, particularly regarding potential outbreaks such as cholera.

9 Closing prayer

The Acting District Commissioner closed the meeting with a prayer. The meeting adjourned at 17:27 hours.

Signed this 2nd day of December 2025

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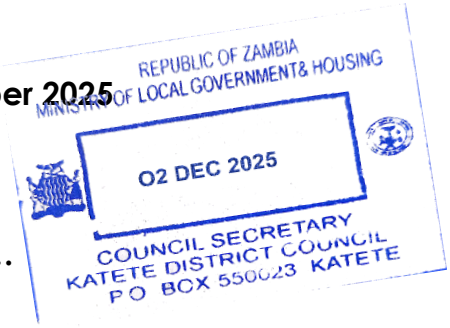
Council Secretary



Attendance list

S/N	Name	Organisation	Title
1	Kateleo Mukonde	Katete Town Council	Council Secretary
2	Ngongolo P. J	Katete Town Council	Acting District Commissioner
3	Golden Kamasumba	Katete Town Council	Director Engineering
4	Mr. Kalemba Phiri	Katete Town Council	Acting Director Finance
5	Miranda C. Muleya	Katete Town Council	Director Planning
6	Faith Njobvu	Katete Town Council	Social Economic Planner
7	Esther Ngoma	Katete Town Council	Member
8	Phiri Kenny S	Libean Contractors	Stakeholder
9	Inocent Phiri	Katete Radio FM	Youth Representative
10	Francis Banda	Zinyke	Chief Representative
11	James Tembo	Kazunde	Member
12	Emanuel K. Sakala	Perabe Construction & Enterprise Ltd	Member
13	Gift Mukela	Benesua Investment Ltd	Director of Engineering
14	Adrian Banda	Mwandria Construction	Director of Planning
15	Dr. Makungu Clement	Katete District Health Office	Member
16	Dr. C. Mwanza	Fisheries & Livestock	Member
17	Mr. Kondwani Banda	DMMU	Member
18	Mwenshi Mubili	Katete Town Council	Assistant Committee Clerk
19	Ruth L. Simate	Katete Town Council	Senior Health Inspector

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