REPUBLIC OF ZAMBIA

MINISTRY OF LOCAL GOVERNMENT AND RURAL DEVELOPMENT

Community Engagement Meeting Meeting Minutes

KATETE TOWN COUNCL

Zambia Devolution Support Program

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Stakeholder Meeting Minutes Template

KATETE TOWN COUNCIL

Meeting Title: Stakeholder feedback assessment for 2025 CDF and Budget stakeholder Consultation
Date: 24th November, 2025
Time: 10:30hours- 13:50hours
Location: Mphangwe Motel
Facilitator team:

1. Director Planning- Team Lead
2. District Commissioner
3. Socio Economic Planner
4. Accountant
5. DMMU

Attendees:

The attendance list is attached as appendix c

Agenda:

1. Introduction
2. Opening remarks
3. Welcoming remarks
4. 2025 CDF feedback assessment
5. Budget Stakeholder Consultation
6. Stakeholder feedback on 2025 CDF feedback assessment
7. Stakeholder feedback on Budget Stakeholder Consultation
8. Closing remarks

STAKEHOLDER FEEDBACK ASSESSMENT FOR THE 2025 CONSTITUENCY DEVELOPMENT FUND

Welcoming remarks

The meeting began with welcoming remarks from the Acting District Commissioner, Mr. Nkongolo, who acknowledged and appreciated everyone who arrived on time. He highlighted that the CDF gives the district an opportunity to work on various developmental projects and urged

stakeholders to take advantage of the current government's support so that Katete can continue to transform for the better. He emphasized the need for the meeting to openly discuss and analyse the budget.

Opening remarks

In his opening remarks, the Deputy Council Chairperson encouraged all participants to feel free to contribute throughout the meeting. He thanked everyone present, including invited guests, and officially opened the session for business.

At 10:30 hours, Mr. Nkongolo formally declared the meeting open for deliberations.

PRESENTATION BY THE ASSISTANT ENGINEER

Mr. Terrence Jere presented a detailed progress report on previous CDF projects. (See Appendix A.) This presentation prompted a number of concerns from stakeholders.

One major issue raised was the washing away of gravel roads during the rainy season. Several roads were reported to be in poor condition, including Hygiene Road, Modern Academy Road, St. Francis Road, Catholic Luangwa Road, and Soweto Road. Stakeholders stressed the importance of involving WDC Chairpersons and Councillors in explaining and monitoring the grading of roads. They also recommended that these local leaders be notified whenever a contractor arrives in their ward to begin work.

Concerns on Infrastructure Projects

A concern was raised regarding the prolonged delay in completing the Council Chamber, with participants questioning why it has remained unfinished.

Further concerns centered on incomplete projects under Milanzi Constituency. Since 2021, no project has been fully completed, and participants noted that the clinic project in Kazala Ward remains unused due to its unfinished state. They recommended that the CDFC Committees in Mkaika and Milanzi ensure equitable distribution of CDF projects so that all wards benefit. Transparency and accountability in project implementation were also emphasized.

Additionally, the Kamphambe Zakonka ablution block was highlighted as incomplete due to lack of water. Participants agreed that procurement officers must be present at future meetings of this nature to enhance clarity and accountability during discussions.

BUDGET PRESENTATION AND FEEDBACK

Mr. Benny Kamwi presented the proposed CDF budget for stakeholder review (Appendix B). Several concerns were raised during this session:

STAKEHOLDER FEEDBACK ON BUDGET STAKEHOLDER CONSULTATION

Payments for loans and grants: Participants inquired about payment timelines. Response: The Director of Planning and Director of Finance assured that payments would be made the following week, depending on the release of funds from the Ministry.

WDC Accounts: Stakeholders recommended that WDCs be provided with budgets for their meetings.

Kalonga Gawa Undi Palace Dam: A follow-up will be conducted, with feedback expected by the first week of December.

Kalimeta Road Contractor: Concerns were raised about the contractor awarded the bridge construction contract, who has not reported on site despite receiving upfront payment. It was advised that his contract be reviewed. A suggestion was made to construct crossing points for Kalimeta.

Participants emphasized the need to expedite the drilling of boreholes. A proposal was made to construct a bridge near Chavuka School, beyond Chikwanda Primary. Participants raised concerns were raised regarding BOQs, with recommendations that they be comprehensive and include all necessary items for road construction.

Closing Remarks

In closing, the Deputy Council Chairperson urged that all issues raised be followed through and addressed. He stressed the importance of working closely with DMMU to handle emergencies effectively. He informed attendees that the Cash for Work programme would begin in January and encouraged continued cooperation. The meeting was officially closed at 13:50 hours, followed by a prayer led by Mvuma, the WDC Chairperson.

Date: 24/11/2025
Time: [09:00 hours – 17:00 hours]
Location: All wards

Prepared By: Miranda Muleya
Designation: Director Planning

Checked By: Ms. Kate Leo Mukonde
Designation: Council Secretary

APPENDICES

Meeting at Mphangwe, Katete

KATETE TOWN COUNCIL

BUDGET STAKEHOLDER ATTENDANCE LIST

TYPE OF MEETING CONSULTATION MEETING DATE 24.11.2025 VENUE MPHANGWE MOTEL

N	NAME	NRC	CONTACT	POSITION	ORGANISATION	WARD	SIGN
1	ELITA NYIRENDA	333721/53/1	0972858561	COUNCILLOR	K.T.C	MPHANGWE	
2	CHEMISI JEMBO	186167/54/1	0760780066	COUNCILLOR	K.T.C	KAZALA	
3	FELIX MBEWE	112472/54/1	097712395	COUNCILLOR	K.T.C	KAPANGULULA	
4	SAMUEL MBEWE	H15901/54/1	071538262	COUNCILLOR	KTC	CHILONGAMWAWE	
5	EDWARD PHIRI	307326/61/1	0970165982	COUNCILLOR	KTC	KAMIZA	
6	JASON MBEWE	193620/77/1	0777294684	11	11	LUKWESA	
7	MWALE YELESANI	176682/54/1	0770802318	COUNCILLOR	KTC	KAPOCHE	
8	BANDA ODRICK	223111/54/1	0960271775	COUNCILLOR	K-T-C	CHINDWATWE	
9	BANDA DAVIES	179678/54/1	0973335373	Cllr	K.T.C.	VULAMKOKO	
10	LUNGU KACHONKA	159988/54/1	0979526276	COUNCILLOR	K-T-C	CHIMTENDE	
11	FRANCIS BANDA	219688/54/1	0977408100	COUNCILLOR	K.T.C	MWILULA	
12	ANDERSON MBEWE	210328/54/1	0777547686	COUNCILLOR	K.T.C	KABILA	
13	VERONICA PHIRI	234503/54/1	0975285521	COUNCILLOR	KTC	MATUNGA	
14	~~DANIEL P PHIRI~~	241877/54/1	0771586364	COUNCILLOR	KTC	KADZAKALOWA	
15	RUTH L. SIMAFE	168401/77/1	0979747482	S.H.I	K.T.C	MPHAMVAWE	

AZED BANDA 241856/52/1 0771586364 COUNCILLOR (KADZAKALOWA DANIEL P PHIRI)

Elizabeth mwansa	149825/10/1	P.R.O	katete Council	mphangwe		
ZEBRON LUNGU	233392/54/1	~~0960313513~~ 0957194 7118	V.CHAIRPERSON WDC		CHIMIENDE	
Romeo Shamukapala	255337/72/1	0770109548	grc		Kadula	
ANGEL PHIRI	110984/55/1	0972370724	WDC CHAIR	KA1	KATIULA	
Kabange Masenga	278121/66/1	0977305306	DACO	KTC-Agriculture	Katete	
BANDA MOSES	129172/54/1	0978935456	CHAIRPERSON	K.T.C.	WALILA	M.BANDA
MALUNGA SHADRECK	109628/54/1	0978325114		K.T.C.	KAMIZA	
MWANZA DANIEL	102627/54/1	0975356654	CHAIRPERSON DMMU	KTC	KAMUZA	
Mussa Banda	234911/82/1	0977105353	Chair maket	Mphangwe		
MABVUTO BANDA	117901/54/1	0773382459	CHERPERSON	DMMU	Kameta	M.BANDA
KHONDOWE PETER	224721/84/1	0976498469	WDC CHAIRPERSON	KTC	KASAMBANDOLA	
PHIRI SARAH	3998 3/52/1	0963452992	DMMU CHPERSON	K TC	DOLE	S-Phiri
Esther banda	163409/54/1	0971050412	WDC chair	KTC	chavuka	
~~Yotam mwale~~	~~138578/54/1~~	~~0770120331~~	~~WDC Chair~~	~~KTC~~	~~Chavuka~~	
BINWEL ZULU	180782/54/1	0774356447	DMMU CHAIRPERSON	KTC	KASAMBANDOLA	
BROWN BANDA	243409/54/1	0776166600	WDC CHAIR	KTC	VULAMKOKO	
Terrence Jere	172361/65/1	0776498174	Assistant Fity	K.T.C	Katete	
Ngongolo Paul	177100/71/1	0976053665	Alg DC	" "	Katete.	
KATHERINE KAMANA	557867/82/1	0973116187	D/MESSENGER	D/ADMIN	KATETE	
~~an~~ Zulu	227566/82/1	0977661338	ACDO	KTC	Katete	
~~ba~~ Manda	340511/64/1	0975342423	AgCDO	KTC	Katete	
~~7~~ mwale	138578/54/1	~~09~~ 0977~~0~~ 0770120331	WDC Chair	KTC	Chavuka	

	MWENDA BEN	122268/54/1	0973-087888	COUNCILLOR	KTC	KAMPHAMBE	
	BENJAMIN BANDA	234696/54/1	0963380385	Councillor	K.T.C	CHANUKA	
	~~Happy banda~~	~~226864/54/1~~	~~0778296444~~	~~Councillor~~	~~KTC~~	~~MKAIKA~~	
	SIMON LUNGU	228203/54/1	0777800283	Councillor	K.T.C	CASAMBANDOLA	
	~~ANDREA BANDA~~	234986/54/1	0972853305	COUNCILLOR	K.T.C	YOUWAPA	~~[illegible]~~
	PETER BANDA	105017/54/1	0977355589	Councillor	K.T.C	KAFUMBWE	
	Alick MWALABU Kachola	165970/54/1	0970273936	chairperson Dmmu	KTC	VULAMKOKO	
	Modester Kasiya	114944/14/1	0978670213	chairperson DMMU	KTC	KABWAKALOWA	M.Kasiya
	PHIRI AARON	159055/54/1	0979354476	Chairperon WDC	KTC	KAFUMBWE	
	MTL SPECIAL E	138454/54/1	0975877977	Chairperson DMMU	KTC	CHABVUKA	
	PHIRI GRACE	124941/54/1	0975808410	DMMU CHAIR	KTC	JOWOJANDI	
	SAMSON PHIRI	292053/58	0976825440	C/PERSON	KTC	MKAIKA	
	PHIRI THAMLO	159186/54/1	0774H83067	WDC	KTC	MATUMGA	
	BOYD Banda	188974/54/1	0978820199	Dmmu Chair	KTC	MATUMGA	
	CHIMUSANDI Zulu	219954/54/1	0971692774	WDC	KTC	KABWAKALOBA	
	[illegible] THOLE	175979/54/1	0771562965	Dmmu Chair	KTC	MILANZI	M.Thole
	MABVUTO SAKALA	124997/54/1	0978147491	Dmmu/C Person	KTC	chilongamawe	
	ANDA KENNEDY	110526/54/1	0976276556	DMMU	KTC	LUKWETA	
	IRI MASIYE	150737/54/1	0971774492	WDC	KTC	LUKWETA	
	[illegible] JETHRO	3H01H0B4/1	0971241304	DMMU	KTC	KAZALA	
	[illegible] LUNGU	140148/54/1	0772370683	DMMU	KTC	KAPANGULULA	

LUMANKIO Jnty	225958/54/1	097151170 3	Deputy council Chairperson	K.T.C	DOLE	
Kondwani Banda	249864/12/1	0979892402	DDMO	DMMU	MPHAZEGWE	
DAVID PHIRI	W60558/53/1	0770714885	WDC	KTC	KAPOCHE	
AGRIPA BANDA	174479/54/1	0977662308	WDC	KTC	KAPANGULULA	
Shepherd Phiri	11636/54/1	0771401093	WDC	KTC	Chimdwale	Sikhao
EZEKIEL BANDA	216359/54/1	0978703006	DMMU	KTC	CHIKOWALE	
MASAUSO PHIRI	4/19437/52/1	0772442506	DMMU	KTC	KATUMBANJE	
BLESSED MAMPUKI	94G159/11/1	0976492626	WDC	K.T.C	KADULA	
JOE Banda	32205/63/1	0978876821	DMMU	K.T.C	KADULA	
SEVELIANO PHIRI	167208/75/1	0973799590	WDC	KTC	KAMPHAMBE	
BANDA GREENFORD	138557/54/1	0773081893	WDC	K.T.C	KAMIZA	
TEMBO MONTFORT.K	250666/52/1	0776567796	WDC CHAIR	K.T.C	YOWOYANJI	
PHIRI EMMANUEL	177381/54/1	0977502398	DMMU CHAIR	KTC	KATUCHU	EPHIRI
~~EMMANUEL~~	~~230688/54/1~~	~~WDC~~	~~KTC~~	~~MPHANGWE~~		
Tathi Daka Chirwa	229968/71/1	A.CC	KTC			
✓ Mruma	230688/54/1	0977-308820	KTC	MPHANGWE		