NYIMBA TOWN COUNCIL

MINUTES OF THE STAKEHOLDERS ENGAGEMENT MEETING ON THE APROVED 2023 VALUATION ROLL HELD ON FRIDAY 30TH MAY, 2025 IN THE COUNCIL CHAMBER, CIVIC CENTRE, AT 11:34 HOURS

COUNCILLORS PRESENT:	Mr. Gadson Tembo	-Council Chairperson
IN ATTENDANCE:	Mr. Gibson Mweemba	-Council Secretary
	Mr. Capheas Simukoko	-Director Finance
	Ms. Chabula Sambala	-Council Advocate
	Ms. Eliya Mutantabowa	-Chief Human Resource Officer
	Mr. Yotam Chundu	-District Aids Advisory Coordinator
	Mr. Simeja Mwale	-Internal Auditor
	Mr Jack Ngwenya	-Systems Analyst
STAKEHOLDERS:	Mr. Evans Chama	-Zambia Police
	Mr. Fred Mwansa	-Stakeholders Representative
	Emelda Lungu	-Stakeholders Representative
	Mr. Robinson Munthali	-Stakeholders Representative
	Luis K. Mwewa	-Kalambu Restaurant Manager
	Ms. Esther Chikoma	-Resident
	Ms. Gloria Hasowela	- Resident
	Mr. David Zulu	- Resident
	Mr. Benard Mtulwa	- Resident
	Ms. Justina Nkhoma	- Resident
	Mr. Paul Daka	- Resident
	Mr. Japhet Njobvu	- Marketeer
	Mr. Kohl Nasilele	- Blue Sky Lodger Manager
	Mr. Charles Mwanza	- Businessman
	Mr. Cosmas Daka	- Heavy Sounds Director
	Mr. Simon Phiri	- Heavy Sounds Manager
	Bong'ani Mudenda	- OOP (SD)

CALL TO ORDER

Prior to the commencement of the meeting, an opening prayer was given by a Stakeholder Mr. Charles Mwanza, after which the meeting was called to order at 11:34 hours.

Thereafter, the Council Secretary read the Notice convening the meeting. The Council Secretary informed members that the stakeholders' engagement was a continuous exercise and more meetings would be called. Subsequently, introductions progressed.

OPENING REMARKS

The Council Chairperson in his opening remarks thanked the members for having made it to the meeting and proceeded to extend gratitude to the team of stakeholders who joined Management and travelled to Lusaka to represent the people of Nyimba District. He further commended the combined team for the best representation and for having successfully fought for the approval of the valuation roll which promised positive development of the District.

The Council Secretary reminded members that the development of the District was dependent on the support of the residents and emphasized that public support was key.

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REPORT OF THE DIRECTOR FINANCE

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SE/01/05/25: INTRODUCTION

Members were informed that in accordance with Section 9 of the Rating Act Number 21 of 2018, Nyimba Town Council came up with the 2023 valuation roll in consultation with the stakeholders/leaseholders.

They were also informed that the valuation roll was a legal document that provided property information for all rateable properties within a local authority's jurisdiction/boundary and that the valuation roll was valid for a period of five years.

They were further informed that the valuation roll was prepared to determine property rates and local taxes for the purpose of increasing revenue base for improved service delivery.

SE/02/05/25: VALUATION ROLL APPROVAL

A report was presented in which members were informed that in accordance with Section 9 of the Rating Act Number 21 of 2018, Nyimba Town Council 2023 valuation roll was approved on 30th December, 2024 and that the poundage on the valuation roll was reduced as follows:

- Residential properties from 0.003 to 0.002
- Industrial properties from 0.008 to 0.005
- Hospitality properties from 0.008 to 0.005
- Institutional properties from 0.008 to 0.005
- Commercial properties from 0.008 to 0.005

Members were also informed that the rate levies were determined by multiplying the poundage with the property rateable value as shown in the example below:

Examples: If the rateable value for a residential property was ZMW120,000, the rate levy payable would be ZMW120,000 x 0.002 = ZMW240/year.

If the rateable value for a commercial property is ZMW120,000, the rate levy payable would be ZMW120,000 x 0.005 = ZMW600/year.

Members noted the bountage as tabulated below;

POUNDAGE BEFORE APPROVAL					
S/N	**DETAILS**	**NUMBER OF PROPERTIES**	**POUNTAGE**	**RATEABLE VALUE**	**RATES LEVY**
1	Property rate - Residential	3,244	0.003	342,438,900	1,027,317
2	Property rate - Commercial	140	0.008	86,062,100	688,497
3	Property rate - Institutional	145	0.008	167,061,900	1,336,495
4	Property rate - Hospitality	21	0.008	106,631,700	853,054
5	Property rate - Industrial	3	0.008	24,180,500	193,444
TOTALS		**3,553**		**726,375,100**	**4,098,806**

POUNDAGE AFTER APPROVAL					
S/N	**DETAILS**	**NUMBER OF PROPERTIES**	**POUNTAGE**	**RATEABLE VALUE**	**RATE LEVY**
1	Property rate - Residential	3,189	0.002	330,906,300	661,813
2	Property rate - Commercial	141	0.005	86,390,400	691,123
3	Property rate - Institutional	145	0.005	167,061,900	1,336,495
4	Property rate - Hospitality	20	0.005	106,168,500	849,348
5	Property rate - Industrial	3	0.005	24,180,500	193,444
TOTALS		**3,498**		**714,707,600**	**3,732,223**

Members were further informed that the Valuation Rating Tribunal considered the objection on the roll poundage by the stakeholders/leaseholders and that the leaseholders would pay reduced rates by 0.001for residential properties and 0.003 for commercial/institutional/hospitality and industrial properties.

Members heard that the Council would lose K366,583 from its original estimate.

Mode of payment

Members also heard that according to the Rating Act Number 21 of 2018, rate levies were paid twice in a year from January to June and from July to December. However, the leaseholders were at liberty to pay the rate levies for the whole year at once and that all payments were to be DEPOSITED into the Council bank account – Housing Account at ZNBS, Nyimba Branch as no cash payments would be allowed. The other mode of payment would be mobile payment platform by dialing *4466# on all mobile networks.

During discussions, members wanted to know if all properties had been valuated and whether garbage would be collected from all households and business premises as a service to the public considering that the Council was collecting property rates.

In response, they were informed that not all properties were valued and that a total of 3, 498 properties were valuated at the time the report was generated. They were also informed that only properties could be valued were those that were reported to Council, had offer letters and those on tittle.

They were further informed that apart from garbage collection, the Council's services to the public included grading of roads among others.

The report was **NOTED**.

SE/03/05/25: Recommendation

Members noted that there was need for compliance on the payment of rate levies from the stakeholders and that the Council would continue engaging the stakeholders on every valuation roll activity.

Members also noted that in a quest to effectively an efficiently provide quality services, the Council had come up with a valuation roll which was a legal document for taxation by the Council.

Members further noted that the valuation roll was a revenue tool to raise adequate financial resources to meet the ever demanding needs(services) of the people and stakeholders were part and parcel of the valuation process.

Additionally, they heard that the Council appreciated all the stakeholders who participated in the valuation roll process.

The report was **NOTED**.

SE/04/05/25: THE APPROVED 2025 BUDGET

Introduction

A report was presented in which members learned that in accordance with Local Government Act No.2 of 2019, Public Finance Management Act No.1 of 2018 and Budgeting and Planning Act of 2020, Local authorities were mandated to budget for the income and expenditure for their operation.

Members also learnt that the income constituted all cash inflows of the local authority such as locally generated revenue, national support(grants), donation among others and that the expenditure constituted all cash outflows of the local authority such as personal emolument, office costs, plant/ machinery and vehicles maintenance costs, building maintenance costs, administrative costs, requisites, services, travel expenses, training expenses, capital expenses, liabilities among.

Previous year performance-2024

Income Performance:

Members noted that in the fiscal year 2024, the Council realized income to the tune of K48,358,900.78 out of the annual budget of K61,442,597.48 which gave a collection efficiency of 79% and the variance of K13,083,696.70 as tabulated below;

2024 INCOME BUDGET PERFORMANCE					
CODE	**INCOME**	**2024 APPROVED ESTIMATES**	**2024 ACTUAL COLLECTION**	**%**	**VARIANCE**
151	Local Tax	1,283,703.00	737,176.82	57%	546,526.18
152	Fees and Charges	2,427,860.00	2,224,540.77	92%	203,319.23
153	Licenses	46,400.00	46,587.88	100%	(187.88)
154	Levies	1,370,507.00	863,641.00	63%	506,866.00
155	Permits	1,070,700.00	633,861.00	59%	436,839.00
156	Charges	528,000.00	595,000.00	113%	(67,000.00)
157	Other Incomes	3,586,404.00	3,436,738.63	96%	149,665.37

158	National Support (Grants)	51,129,023.48	39,821,354.68	78%	11,307,668.80
	Total Income	**61,442,597.48**	**48,358,900.78**	**79%**	**13,083,696.70**

Expenditure Performance:

Members also noted that that in the fiscal year 2024, the Council spent K68,578,106.88 out of the annual budget of K61,442,597.48 giving an expenditure efficiency of 112% and the variance of K7,135,508.84 and that the over expenditure was due to running CDF projects from 2023 which were paid in 2024 as tabulated below;

2024 EXPENDITURE BUDGET PERFORMANCE					
CODE	**EXPENDITURE**	**2024 APPROVED ESTIMATES**	**2024 ACTUAL EXPENDITURE**	**%**	**VARIANCE**
211	Salaries - Local Government Service	12,319,946.76	12,330,108.72	100	(10,161.96)
212	Wages	1,430,903.00	1,430,903.00	100	-
213	Fixed Allowances	300,000.00	51,471.01	17	248,528.99
214	Statutory Contributions	698,015.87	139,239.61	20	558,776.26
215	Contributions for Trade Unions	286,434.44	92,499.48	32	193,934.96
221	Office Costs	796,397.27	410,441.61	52	385,955.66
222	Building Repair and Maintenance Costs	1,052,221.00	1,008,179.81	96	44,041.18
223	Plant, Machinery, Vehicle Running and maintenance Cost	647,912.90	769,012.47	119	(121,099.56)
224	Other Administrative Operating Costs	255,173.94	327,155.30	128	(71,981.36)
225	Requisites	2,295,629.74	739,953.03	32	1,555,676.71
226	Services	19,833,570.50	33,076,069.70	167	(13,242,499.20)
261	CDF Grants	2,328,308.79	2,661,135.79	114	(332,827.00)
2281	Short Term Training & Staff Development	**225,342.17**	**223,266.00**	**99**	**2,076.17**
2285	Registration and Subscriptions (Professional Bodies)	**30,000.00**	**33,900.00**	**113**	**(3,900.00)**

2287	Other Expenses	**-**	**-**	**-**	**-**
291	CDF Bursary	2,910,385.99	3,513,138.50	121	(602,752.51)
3111	Building Structures	6,400,000.00	-	0	6,400,000.00
3113	Office Equipment	217,429.43	37,570.00	17	179,859.43
3115	Furniture Assets	7,500.00	7,500.00	100	-
3117	Vehicles and Motor Cycles	2,579,000.00	2,579,000.00	100	-
3119	Intangible assets	-	4,000.00	0!	(4,000.00)
321	CDF Loans	3,492,463.18	6,119,327.00	175	(2,626,863.82)
4111	Domestic Creditors	222,500.00	128,486.20	58	94,013.80
4115	Staff Creditors	390,335.00	172,621.69	44	217,713.31
	Grand Total	**61,442,598.04**	**68,578,106.88**	**112**	**(7,135,508.84)**

Members further noted that the Council encountered challenges as follows;

- Drought
- Lengthy processes
- Low revenue base

The report was **NOTED**.

SE/05/05/25: Approval of 2025 annual budget

A report was presented in which heard that the Council annual budget was approved by the Minister of Local Government and Rural Development on 2nd January 2025 for 2025 fiscal year and that the Council budgeted for income and expenditure items in order to provide the services to the public. The total approved budget for the year 2025 was ZMW92,586,400

Approved 2025 Annual Income Budget

Members also heard that the Council had planned to realise income through own source revenue and national support and that the total annual income budget was composed of locally generated and national support income as follows;

- Locally Generated- ZMW13,024,625
- National Support - ZMW79,561,775

- Total ZMW92,586,400.

Members noted the Locally generated revenue as shown below;

Details	**Amount**
Local Tax	3,732,223
Fees and Charges	4,370,718
Licenses	346,500
Levies	982,300
Permits	830,100
Charges	120,500
Other incomes	2,642,284
Sub Total	**13,024,625**

National support- grants

Details	**Amount**
National Support (Grants)	
Grant in lieu of rates	300,000
Roads grants	3,200,587
Health grant	3,613,984
LGEF Grant	10,151,814
Agriculture grant	526,368
Devolution Capital grant	2,693,737
Social Protection and Community Development grant	22,257,389
Fisheries and Livestock grant	486,160

Recreation Culture and Religi on grant	260,344
Education and skills develop ment grant	19,241
CDF	36,052,151
Sub Total	**79,561,775**

Approved 2025 Annual Expenditure Budget

Members further heard that the Council had budgeted to spend ZMW92,586,400 for the year 2025 to meet the needs of the community and the total annual expenditure budget would be financed from both locally generated and national support income as follows;

Locally Generated- ZMW13,024,625

National Support - ZMW79,561,775

Total ZMW92,586,400

Members noted the programme expenditure as shown in the table below;

Programme	**2025 Budget Estimates**
Constituency Development	36,058,151
Local Governance	4,585,933
Integrated Development Planning	2,160,201
Economic and business development	203,550
Public health and Environmental protection	3,936,769
Housing and Community Amenities	336,372
Recreation Culture and Religion	520,539
Education and skills development	19,241
Public order and safety	602,695
Management and support Services	8,865,649
Resource Mobilisation and Management	5,212,812
District Health servcies	3,613,984
Transport Services(Roads Maintenance)	3,200,587
Agricultural Services	526,368
Fisheries and Livestock Services	486,160
Social Protection and Community Developm ent Services(Cash for Work, Social Welfare)	22,257,389

Total	**92,586,400**

Projects to be implemented

In addition, members heard that the Council had planned to implement community driven projects from CDF and many more from other sources of income as shown in the table below;

SN	2025 Projects Details	Estimates for 2025	Source of Funding
		ZMW	
1	CDF Various Projects	36,052,151	GRZ
2	Grading of township/feeder roads	3,242,847	GRZ
3	Rehabilitation of Bus Station	2,694,737	GRZ Devolution Capital Projects
4	Motel Completion-Conference Hall	500,000	Local Resources
5	Purchase of Block Making Machine	630,980	Local Resources
6	Construction of Truck in Bay	250,000	Local Resources
7	Farming Activities	288,000	Local Resources
8	Establishment of a Cemetery	200,000	Local Resources
9	Purchase of Motor bikes	60,000	Local Resources
	TOTAL	**43,918,714**	

During deliberations, members wanted to know how many motor bikes would be purchased and whether the Council had plans to put up a a community hall. They also wanted to know how the Council intended to handle the matter of undeveloped parcels in the District especially in the Central Business District (CBD).

In response, they were informed that only two (2) motor bikes would be purchased and that there were plans to put up a conference hall at the Council motel.

They were also informed that the Council had no capacity to act parcels of land which were on title and that the Ministry of lands had been engaged on the parcels in question and the Council had since been waiting for the response from the Ministry of Lands and Natural Resources.

The report was **NOTED**.

SE/06/05/25: Recommendation

Members noted that there was need for stakeholders active participation in the budgeting process and that the Council would continue engaging them.

They also noted that the budget process was an important exercise that assisted an organization to raise financial resources and the prudent utilization of those resources and that the budget was prepared to meet the aspiration of the stakeholders.

They further heard that the stakeholders needed to own the budgeting process to appreciate budget outputs and outcomes and that the Council appreciated their participating in the budgeting process.

The report was **NOTED**.

CHAIRPERSON'S CLOSING REMARKS

The Chairperson, in his closing remarks, thanked everyone for attending the meeting and for participating actively during deliberations.

There being no any other business to transact, the meeting was declared closed at 12:42 hours and a closing prayer was thereafter given by the Ms. Gloria Hasowela-stakeholder.

CERTIFIED AS A TRUE COPY AND CORRECT RECORD OF THE PROCEEDINGS

CHAIRPERSON ..... **DATE** 11/06/2025

REPUBLIC OF ZAMBIA
NYIMBA DISTRICT COUNCIL
11 JUN 2025
COUNCIL CHAIRPERSON
P. O. BOX 570022,
NYIMBA

ATTENDANCE LIST FOR STAKEHOLDERS MEETING HELD ON FRIDAY 30TH MAY, 2025 IN THE COUNCIL CHAMBER, CIVIC CENTRE AT 11:00 HOURS.

S/N	NAME	POSITION IN FULL (NO ABBREVIATIONS)	DEPARTMENT	PHONE NUMER	SIGNATURE
1	ELIJA MUTAMBA	CHIEF Human Resource officer	Council	0979500791	
2	Cosmas Dzeka	Heavy Sounds Director	Music	0976523282	
3	Simon Phiri	" Manager	Music	0975-711069	
4	Chabula Sambala	Council Advocate	Council	0966209112	
5	Bwalani Mudenda	OOP(SD) E-D	OOP(SD)	0976[illegible]	
6	Cephas Simukoko	Director Finance	Council	0979546[illegible]	
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S/N	NAME	POSITION IN FULL (NO ABBREVIATIONS)	DEPARTMENT	PHONE NUMER	SIGNATURE
1	GADSON TEMBO	COUNCIL CHAIRMAN	NTC	0977474491	
2	GIBSON MWEEMBA	COUNCIL SECRETARY	INST. MANAGEMENT	0977420193	
3	Fred Mwansa	Stakeholder Representative	Resident	0975-303057	
4	MUNTHALI M. ROBBINSON	Stakeholder Representative	Samora Two	0977239545	
5	LUNGU EMELDA	Stakeholder	Samora 2	0977308446	
6	LOUIS K MWELWA	Stakeholder	Kalu V	0979516851	
7	ESTHER CHIKONDA	stakeholder	resident	0977926621	
8	Gloria Hasaabela	Stakeholder	Resident	0977341966	
9	DAVID ZULU	AIR STRIP) Stakeholder	Airstrip	0977443138	
10	BENARD MULWA	SAMORA 1 REPRESENTATIVE	SAMORA 1	0977549418	
11	CHAMA EVANS	ZAMBIA POLICE	ZP	0977516358	
12	Justina Nkhoma	SAMORA 2	Samora 2	0977147899	
13	PAUL DAKA	~~BUSINESS OWNER~~ STAKEHOLDER	BENNY VILLAGE	0977395461	
14	JAPHET NJOBVU	MARKET AREA-NYIMBA	MARKETING	0977323001	
15	DIMAS PHIRI	NEWS REPORTER	MEDIA	0972504259	
16	JACK NGWENYA	SYSTEMS ANALYST	FINANCE	0971960052	
17	KOHI NGASILELE	BLUE SKY LODGE	MANAGER	0970792418	
18	SIMOSA AWOLE	NYIMBA ICON COUNCIL	NTC	0977120746	
19	CHARLES MWANZA	SAMORA II / BUSINESSMAN	RESIDENT	0979487122	
20	YOTAM CHUNGU	DISTRICT AIDS COORDINATION ADVISOR	PLANNING	0977714280	