

**CITY OF MASVINGO**

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD IN THE COMMITTEE ROOM, MUNICIPAL OFFICES ON THURSDAY, 23 FEBRUARY 2023 AT 5.30 P.M.**

**PRESENT:** Councillor B. Beta (Chairman)  
Councillor S. Manyanga  
Alderman S. Maridza

**APOLOGY:** Councillor A. Chiteme

**IN ATTENDANCE:** Mr. M. Mabharani (Local Governance Student)

**OFFICIALS:** Town Clerk  
Finance Director  
Acting Director of Housing and Social Services  
Acting Director of Engineering Services  
Environmental Health Officer  
Administration Officer  
Assistant Administration Officer  
Assistant Committee Officer

**o62. CONFIRMATION OF MINUTES**

**RESOLVED**

THAT the minutes of the meeting held on 31 August 2022 and 23 January 2023 be taken as read, confirmed as correct records and signed.

**Moved by Councillor S. Manyanga  
Seconded by Alderman S. Maridza**

**o63. REPORT OF THE FINANCE DIRECTOR**

**A. STATEMENT OF CONSOLIDATED INCOME AND EXPENDITURE**

Consideration was given to the report of the Finance Director on income and expenditure for the month of January 2023 covering payments made including travel and subsistence allowances. The expenditure on travel and subsistence for the period under review was noted.

On travel and subsistence expenditure dedicated for the Nyangombe visit, progress was sought on the matter. The Acting Director of Housing and Social Services reported that a report was presented to the Health Housing and Environmental Services Committee and was awaiting adoption by Council in the Ordinary Council meeting.

Committee members also urged the Finance Director to report on Ward Development Funds projects expenditure.

**Minutes- Finance & General Purposes Committee 23/02/2023**

**B. HIGH- AND LOW-DENSITY DEBTORS RECONCILIATION AND DISCONNECTIONS**

The report of the Finance Director on high- and low-density debtors reconciliations for the month of January 2023 covering debtors opening balances, closing balances and payments made by low- and high-density debtors was noted.

The Committee highlighted the need to strengthen debt collection. The Finance Director reported that institutional debtors were served with letters of demand and notice of disconnections.

**C. ACTUAL AND PROJECTED CASHFLOW STATEMENT**

The report of the Finance Director on the actual and projected expenditure covering the actual for the period up January 2023 and projections up to April 2023 was noted.

**D. REQUEST FOR AUTHORITY TO OPEN A BANK ACCOUNT WITH CBZ BANK**

Consideration was given to the report of the Finance Director on the request for authority to open a CBZ bank account. It was reported that Council registered as a biller on the CBZ Touch mobile banking platform as a way of broadening the channels available to residents and ratepayers in paying their bills. Council has CBZ Bank account for designated Estates Funds, Devolution and ZINARA, however, another account was required for payments made via CBZ touch for easier reconciliation. The request was granted.

**RESOLVED TO RECOMMEND**

THAT the request to open a Nostro Account linked to the CBZ Touch biller code with Commercial Bank of Zimbabwe (CBZ) be granted. **FD**

**E. REQUEST FOR AUTHORITY TO OPEN A NOSTRO BANK ACCOUNT FOR PARKING AT THE NATIONAL BUILDING SOCIETY (NBS) BANK**

Consideration was given to the report of the Finance Director on the request for authority to open a Nostro bank account with the National Building Society (NBS) Bank to cater for pre-paid parking deposits. It was reported that currently, foreign currency receipts from Prepaid Parking operations were being deposited into the main account at ZB bank has become difficult to reconcile the accounts due to high volume of deposits. The main pre-paid parking receipts were being banked at the NBS Bank which provides the POS machines hence the request to open the Nostro Account with the same banker. The request was granted.

**RESOLVED TO RECOMMEND**

THAT the request to open a nostro account dedicated for Pre-Paid Parking operations at the National Building Society (NBS) Bank be granted. **FD**

**Minutes- Finance & General Purposes Committee 23/02/2023**

**F. REQUEST FOR DONATION TOWARDS THE 2023 INDEPENDENCE CELEBRATIONS: DISTRICT DEVELOPMENT CO-ORDINATOR**

The Committee considered the report of the Finance Director on the request from the District Development Co-ordinator who is also the Chairman of the District State Occasions Committee, for a donation towards the 2023 Independence celebrations for Masvingo District. It was reported that the 2023 Council budget provides for US\$24,000 towards donations to be spread over all requests for the year including Chambuta and Nyangombe programs. The Finance Director recommended that Council donates US\$200 towards the District Independence celebrations and US\$300 towards the Provincial Independence celebrations both payable at the prevailing bank rate. The Committee approved the donation.

**RESOLVED TO RECOMMEND**

1. THAT Council donates US\$200,00 payable at the prevailing bank rate, towards the 2023 District Independence celebrations.  
**FD**
2. THAT Council donates US\$300,00 payable at the prevailing bank rate, towards the 2023 Provincial Independence celebrations.  
**FD**

**G. APPOINTMENT OF VALUATION BOARD MEMBERS**

The report of the Finance Director on the appointment of Valuation Board members was considered. It was reported that Management considered members to be nominated by Council for appointment to the City of Masvingo Valuation Board as follows;

<b><u>NAME</u></b>	<b><u>PROFILE</u></b>
Mr T.T. Mudekunya	Master of Social Science – Birmingham Bachelor of Arts – Swaziland Post Graduate Diploma – Urban Management and Planning National Diploma in Local Government Administration Businessman and entrepreneur – Vamangwandi Enterprises Local Government Consultant – Lesotho (2005) Deputy Town Clerk – Masvingo City Council (1988/92) Director of Housing and Community Services – Masvingo City Council (1992-2004) Assistant Director of Housing and Community Services – Masvingo City Council (1982-1988) Liquor Undertaking Secretary – Seke Local Government Council (1977-1978)
Mr J. Mutimba	PhD Agricultural Extension Lecturer Inservice Bsc program for Agricultural – Winroe International– East Africa – 20 years Research Fellow– International Research Station – Colombia

**Minutes- Finance & General Purposes Committee 23/02/2023**

	Undersecretary – Ministry of Co-operatives Entrepreneur and Businessman - Masvingo
Mr L. Matimba	Registered Real Estate Agent Real Estate Institute of Zimbabwe Diploma Board Member Real Estate Council Chairman Disciplinary and Professional Practice Committee – Real Estate Council Assistant Property Manager – Mining Industry Pension Fund

It was recommended that Council nominates;

- (i) Mr Takachida Mudekunye for appointment to the City of Masvingo Valuation Board.
- (ii) Mr J. Mutimba as an alternate Board Member to the City of Masvingo Valuation Board.
- (iii) In the event that, the two above are not available for nomination, Mr Luke Matimba be nominated as an alternate member of the City of Masvingo Valuation Board.

It was reported that the above listed members were reputable, respectable, mature, conversant with public administration and knowledge of Council and possessed the skills, qualification, and experience necessary for the execution of the duties of Valuation Board members for the City of Masvingo. The Town Clerk reported that after consideration by Council, the nominated members would be referred to the Ministry of Local Government and Public Works for appointment in terms of the Urban Council's Act.

**RESOLVED TO RECOMMEND**

THAT Council nominates the following for appointment to the City of Masvingo Valuation Board;

- (i) Mr Takachida Mudekunye as a member of the City of Masvingo Valuation Board.
- (ii) Mr J. Mutimba as the alternate Board Member to the City of Masvingo Valuation Board.
- (iii) If any of the two above is not available for nomination, Mr Luke Matimba be nominated as an alternate member of the City of Masvingo Valuation Board. TC

**H. ASSISTANCE TO VICTIMS OF FLOODING IN RUNYARARO WEST**

The Committee considered the report of the Finance Director on the request for donation to assist flood victims in Runyararo West. It was reported that six families were affected, evacuated, and housed at the District Development Fund Training Centre. As a way of contributing to the welfare of the affected families, it was recommended that the DDF Training Centre be exempted from paying water charges

**Minutes- Finance & General Purposes Committee 23/02/2023**

for the duration of stay of the six families. It was reported that the average water bill for the training centre was ZWL9 500,00. The donation was approved.

Clarity was sought on who was responsible for disaster responsiveness and assisting the victims. The Town Clerk advised that he had a meeting with the District Development Coordinator, and a joint report on the matter will be produced and submitted to the Central Government.

**RESOLVED TO RECOMMEND**

THAT Council waives water charges for the District Development Fund Training Centre as part of its assistance to the six families affected by floods, for the duration of their stay. **FD**

**I. Adoption of Report**

**RESOLVED TO RECOMMEND**

THAT the report of the Finance Director be approved and adopted subject to the resolutions passed in relation thereto.

**o64. REPORT OF THE ACTING DIRECTOR OF HOUSING AND SOCIAL SERVICES**

**A. APPLICATION FOR ASSISTANCE: SHINE SHINE QUEENS FOOTBALL CLUB**

The Committee considered the application of Shine Shine Queens Football Club for assistance in the 2022-3 Premier League Soccer Season. It was reported that the Club was requesting for assistance in cash or kind. The Acting Director of Housing and Social Services recommended that Council could assist the team by paying affiliation fees amounting to USD 400,00 for the 2023 soccer season in the Zimbabwe Women Super League and Council could also waiver payment of the team's rental fees for Mucheke Stadium for the 2023 Premier Soccer League Season. The Committee adopted the recommendations.

The Committee members also proposed allocating the Club space to operate a shop to generate sustainable income instead of sole reliance on handouts.

**RESOLVED TO RECOMMEND**

1. THAT Council pays USD 400,00 or equivalent being affiliation fees for Shine Shine Queens Football Club for the 2023 Zimbabwe Women Super League Season.
2. THAT Council waives the payment of lease rentals for Mucheke Stadium during the team's home matches for the 2023 Zimbabwe Women Super League Season. **FD**

**Minutes- Finance & General Purposes Committee 23/02/2023**

**B. REQUEST FOR TITLE TRANSFER OF LAND TO ALFRED WALTER HOSTELS – 10533 VAMBIRE STREET, MASVINGO: ROMAN CATHOLIC SJI SISTERS**

Consideration was given to the report of the Acting Director of Housing and Social Services on the letter received from Ruvengo Maboke and Company, legal practitioners of the Roman Catholic Church SJI Sisters, operating the Alfred Walter Hostels, requesting for transfer of land for stand 10533 Vambire Street, excluding payment of cost of land.

It was reported that Alfred Walter Hostels is owned by Roman Catholic Church SJI Sisters, an institution which offer boarding facilities to children who are mentally handicapped. It was reported that, sometime in 1990s City of Masvingo donated its land inter vivos to the Roman Catholic Church – SJI Sisters and the institutions were constructed with the assistance of Mr Magnus Balluff of Action Third World and City of Masvingo around 2000.

The Acting Director of Housing and Social Services reported that the Roman Catholic SJI Sisters had a 99 year lease, but there were no existing documents, or Council resolution which indicated that Council donated the land. In the absence of that information, Council in its wisdom, could donate the said piece of land towards the institution's noble cause, subject to the Acting Director Engineering Services confirming the actual stand numbers and their sizes. The Committee granted the request to transfer the piece of land upon confirmation of the actual stand numbers and sizes.

**RESOLVED TO RECOMMEND**

1. THAT Council transfers land on stand 10533 Vambire Street, which houses Alfred Walter Hostels, to the Roman Catholic Church's SJI Sisters as a donation towards the housing of mentally handicapped children. **ADHSS**
2. THAT the Acting Director of Engineering Services beinstructed to confirm the actual stand number and size, to enable processing of the land transfer. **ADES**

**C. LIQUOR SECTION REPORT**

The report of the Acting Director of Housing and Social Services on the Liquor Section for the month of January 2023 for Chidavaenzi, Chiwororo and Rujeko outlets covering sales and profit was noted. The Committee highlighted the need to capitalise the Liquor Section by procurement of gas, paraffin or solar powered is owned by Roman Catholic Church SJI Sisters refrigerators. The proposals were noted.

**D. COSTING OF COMMERCIAL STANDS**

The report of the Acting Director of Housing and Social Services on the costing of three commercial stands in Eastvale and one commercial stand in Sisk was considered.

**Minutes- Finance & General Purposes Committee 23/02/2023**

The services cost were highlighted as follows;

<b>Total Area covered</b>	<b>575 m<sup>2</sup></b>	
Service cost /m <sup>2</sup>	\$27.74	Commercial Stands
	\$27.74	Service Station

The stands were outlined as follows;

<b>Stand No</b>	<b>Land use</b>	<b>Area (m<sup>2</sup>)</b>	<b>Total Cost</b>
<b>Eastvale</b>			
27573	Commercial	160	\$4 440.00
27574	Commercial	160	\$4 440.00
<b>Chesvingo</b>			
30001	Commercial	180	\$4 903.20

Committee members were of the view that the cost of land for commercial stands and industrial stands in low, medium, and high-density location be pegged in United States Dollars using land valuations valid for a three-year period, to avoid arbitrary costing of stands. The proposal was adopted.

**RESOLVED TO RECOMMEND**

THAT the cost of servicing (water, road, sewer) of three commercial stands as stated below, be pegged at US \$27.74 per square metre.

<b>Stand No</b>	<b>Land use</b>	<b>Area (m<sup>2</sup>)</b>
<b>Eastvale</b>		
27573	Commercial	160
27574	Commercial	160
<b>Chesvingo</b>		
30001	Commercial	180

**E. Adoption of Report**

**RESOLVED TO RECOMMEND**

THAT the report of the Acting Director of Housing and Social Services be approved and adopted subject to the resolution passed in relation thereto.

**o65. REPORT OF THE TOWN CLERK**

**A. REQUEST FOR EDUCATIONAL LOAN: I. KURUNDA ( 120197) ACCOUNTS CLERK SALARIES GRADE 11**

Consideration was given to the report of the Town Clerk on the application for an education loan by I. Kurunda (120175) Accounts Clerk Salaries Grade 11 loan amounting to ZWL 4<sup>11</sup> 488.00 for a Masters' Degree in Forensic Auditing and Accounting with Midlands State University. The application was approved subject to conditions

**Minutes- Finance & General Purposes Committee 23/02/2023**

governing study loans and availability of funds in the revolving educational loan account.

**RESOLVED TO RECOMMEND**

THAT the application by I. Kurunda (120175) Accounts Clerk Salaries Grade 11, for an educational loan amounting to ZWL 411 488.00 for a Masters' Degree in Forensic Auditing and Accounting with Midlands State University be approved subject to conditions governing study loans and availability of funds in the revolving educational loan account.

**FD**

**B. REQUEST FOR EDUCATIONAL LOAN: L. MATANDA (130379) MUNICIPAL POLICE CONSTABLE GRADE 5**

Consideration was given to the report of the Town Clerk on the application for an education loan by L. Matanda (130379) Municipal Constable Grade 5, for an educational loan amounting to US\$640.00 payable at the prevailing interbank rate for an Advanced Diploma in Security and Risk Management with Global Institute of Security and Management. The application was approved subject to conditions governing study loans and availability of funds in the revolving educational loan account.

**RESOLVED TO RECOMMEND**

THAT the application of application for an education loan by L. Matanda (130379) Municipal Constable Grade 5, for an educational loan amounting to 640.00 payable at the prevailing interbank rate for an Advanced Diploma in Security and Risk Management with Global Institute of Security and Management be approved subject to conditions governing study loans and availability of funds in the revolving educational loan account.

**FD**

**C. APPLICATION FOR EDUCATIONAL LOAN – SAMUEL MARINDIRE (130118) PARKS SUPERVISOR GRADE 10**

Consideration was given to the report of the Town Clerk on the application for an education loan by Samuel Marindire (130118) Parks Supervisor Grade 10, amounting to ZWL325 124.00 for a Bachelor of Science Honours degree in Agriculture Management with the Zimbabwe Open University. The application was approved subject to conditions governing study loans and availability of funds in the revolving educational loan account.

**RESOLVED TO RECOMMEND**

THAT the application for an education loan by Samuel Marindire (130118) Parks Supervisor, amounting to ZWL325 124,00 for a Bachelor of Science Honours degree in Agriculture Management with the Zimbabwe Open University be approved subject to conditions governing study loans and availability of funds in the revolving educational loan account.

**FD**

**Minutes- Finance & General Purposes Committee 23/02/2023**

**D. Adoption of Report**

**RESOLVED TO RECOMMEND**

THAT the report of the Town Clerk be approved and adopted subject to the resolutions passed in relation thereto.

**o66. REPORT OF THE CHAMBER SECRETARY**

**A. REPORT ON PROPOSED BY-LAWS**

Consideration was given to the report of the Chamber Secretary on the request for authority to submit twelve (12) proposed By-Laws to the Minister of Local Government and Public Works for approval. It was reported that the 12 Draft By-Laws were crafted for the purposes of regulating various activities within the City's jurisdiction and were stated as follows;

1. City of Masvingo Food Hygiene by laws 2023
2. City of Masvingo Hairdressers and Barbers Shop By laws 2023
3. City of Masvingo Anti-litter By-Laws 2023
4. City of Masvingo Mining By-Laws 2023
5. City of Masvingo Public Amenities By-laws 2023
6. City of Masvingo City of Masvingo Solid Waste Management By-Laws 2023
7. City of Masvingo Human Excretia By-laws, 2023
8. City of Masvingo Public Health By-Laws 2023
9. City of Masvingo Building by laws 2023
10. City of Masvingo Cemeteries By-Laws 2023
11. City of Masvingo Electronic Communication Facilities By-Laws, 2023
12. City of Masvingo Urban Agriculture By-Laws,2023

The proposed By-Laws were presented to Council and external stakeholders which included Residents Associations, representatives from the business community and Government Departments including Environmental Management Agency and the Zimbabwe Republic Police and were advertised for inspection for a period of 30 days as per Section 228 the Urban Councils Act the proposed By-Laws and no objections were received. Authority was granted.

**RESOLVED TO RECOMMEND**

THAT authority to submit 12 Council By-Laws as stated below, to the Minister of Local Government and Public Works for approval be granted.

1. City of Masvingo Food Hygiene by laws 2023
2. City of Masvingo Hair Dressers and Barbers Shop By laws 2023
3. City of Masvingo Anti-litter By-Laws 2023
4. City of Masvingo Mining By-Laws 2023
5. City of Masvingo Public Amenities By-laws 2023
6. City of Masvingo City of Masvingo Solid Waste Management By-Laws 2023
7. City of Masvingo Human Excretia By-laws, 2023
8. City of Masvingo Public Health By-Laws 2023

**Minutes- Finance & General Purposes Committee 23/02/2023**

9. City of Masvingo Building by laws 2023
10. City of Masvingo Cemeteries By-Laws 2023
11. City of Masvingo Electronic Communication Facilities By-Laws, 2023
12. City of Masvingo Urban Agriculture By-Laws,2023

CS

**B. AUTHORITY TO FORMULATE BY-LAWS IN TERMS OF SECTION 228 AND 229 OF THE URBAN COUNCILS ACT (CHAPTER 29:15)**

Consideration was given to the report of the Chamber Secretary on the request for authority to formulate 24 Council Bylaws. It was reported that the By-Law review and drafting process enabled Management with the assistance of the Ministry of Local Government Legal Directorate to identify additional areas for coverage. The proposed Council Bylaws were listed as follows;

1. City of Masvingo Development Control By-Laws 2023
2. City of Masvingo Taxi and Cab By-Laws 2023
3. City of Masvingo Occupation of Council Properties By-Laws 2023
4. City of Masvingo Air Pollution By-Laws
5. City of Masvingo Informal Trading By-Laws
6. City of Masvingo Proceedings of Meetings By-Laws
7. City of Masvingo Regulation of derelict, unoccupied and dangerous Buildings
8. City of Masvingo Roads By-Laws
9. City of Masvingo Encroachment -Projections on Property by Laws 2023
10. City of Masvingo Disclosure of Documents and Publication of Proceedings By-Laws
11. City of Masvingo Land Management By-Laws
12. City of Masvingo Burning of vegetation and prevention of fires by-laws
13. City of Masvingo Boreholes and Wells Management By-Laws
14. City of Masvingo Wildlife Management By-Laws
15. City of Masvingo (Prohibition of Use of Commercial Shops Backroom and Outbuildings For Human Habitation) By-laws, 2023
16. City of Masvingo Specified Business By-Laws 2023
17. City of Masvingo Forestry Produce By Laws 2023
18. City of Masvingo Regulation Funeral Parlors and mortuaries By-Laws 2023
19. City of Masvingo Boarding House Regulations By-Laws
20. City of Masvingo Naming of Buildings and Streets By-Laws 2023
21. City of Masvingo Sale of Meat products By-Laws 2023
22. City of Masvingo Protection of Water Sources By-laws
23. City of Masvingo Inspections By-laws 2023
24. City of Masvingo Management of Infectious Diseases By-Laws 2023.

Authority to formulate additional By- laws was granted.

**RESOLVED TO RECOMMEND**

THAT authority to formulate 24 additional By-laws as stated below, be granted;

1. City of Masvingo Development Control By-Laws 2023
2. City of Masvingo Taxi and Cab By-Laws 2023

**Minutes- Finance & General Purposes Committee 23/02/2023**

3. City of Masvingo Occupation of Council Properties By-Laws 2023
4. City of Masvingo Air Pollution By-Laws
5. City of Masvingo Informal Trading By-Laws
6. City of Masvingo Proceedings of Meetings By-Laws
7. City of Masvingo Regulation of derelict, unoccupied and dangerous Buildings
8. City of Masvingo Roads By-Laws
9. City of Masvingo Encroachment -Projections on Property by Laws 2023
10. City of Masvingo Disclosure of Documents and Publication of Proceedings By-Laws
11. City of Masvingo Land Management By-Laws
12. City of Masvingo Burning of vegetation and prevention of fires by-laws
13. City of Masvingo Boreholes and Wells Management By-Laws
14. City of Masvingo Wildlife Management By-Laws
15. City of Masvingo (Prohibition of Use of Commercial Shops Backroom and Outbuildings For Human Habitation) By-laws, 2023
16. City of Masvingo Specified Business By-Laws 2023
17. City of Masvingo Forestry Produce By Laws 2023
18. City of Masvingo Regulation Funeral Parlors and mortuaries By-Laws 2023
19. City of Masvingo Boarding House Regulations By-Laws
20. City of Masvingo Naming of Buildings and Streets By-Laws 2023
21. City of Masvingo Sale of Meat products By-Laws 2023
22. City of Masvingo Protection of Water Sources By-laws
23. City of Masvingo Inspections By-laws 2023
24. City of Masvingo Management of Infectious Diseases By-Laws 2023.

CS

**C. Adoption of Report**

**RESOLVED TO RECOMMEND**

THAT the report of the Chamber Secretary be approved and adopted subject to the resolutions passed in relation thereto.

The meeting ended at 7.46 p.m

**CONFIRMED THIS**

**DAY OF**

**2023**

**CHAIRMAN**

**TOWN CLERK**