

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 TUESDAY, 10 DECEMBER 2025 AT 2.33 P.M.**

PRESENT: Councillor B. Muchokwa (Chairman)
His Worship the Mayor Councillor A. Tabe
Councillor R. Musekiwa
Councillor M. Madhuna
Councillor A. Time
Deputy Mayor Councillor D. Mberikunashe
Councillor S. Manyanga

OFFICIALS: Town Clerk
Deputy Finance Director
Housing and Social Services Manager
Economic Development Officer
Monitoring and Evaluation Officer
Committee Officer

349. CONFIRMATION OF MINUTES

RESOLVED

THAT the minutes of the meeting held on 19 November 2025 be taken
as read and confirmed as a correct record and signed.

*Moved by Councillor A. Time
Seconded by M. Madhuna*

350. MATTERS ARISING

(i). Minute (i): Shagashe Game Park

It was reported that the developer had signed the Memorandum of Agreement.

351. REPORT OF THE FINANCE DIRECTOR

A. FINANCIAL PERFORMANCE.

Consideration was given to the report of the Finance Director on financial performance covering total cumulative revenue and major sources of revenue for the period under review. It was reported that the total cumulative revenue for the period up to November 2025 amounted to ZiG 624 540 445. Total revenue realized constituted 87% of the budgeted revenue for the period amounting to ZiG 710 096 777. The major sources of revenue for the period were sale of goods at 70%, taxes 27% fines, forfeits and penalties constituting 2% and transfer 1% respectively. The report was noted.

(i) Measures being undertaken to improve revenue efficiency.

Minutes- Finance & General Purposes Committee: 10 December 2025

It was reported that Council managed to carry out early billing and distributed water statements electronically and physically and also deployed Cashiers to Garikai Market to enforce compliance on payment of Market fees.

(ii) Expenditure

The report of the Finance Director on staff salaries and other recurrent expenditure was noted. Total expenditure for the period ending November 2025 was ZWG 409 542 438 distributed as follows, capital expenses 4%, employee compensation 57%, use of goods and services 38% and grants 1%.

On concerns by the Committee on the need to comply with the Call to Action requirements for a service ration of 70:30 it was reported that Council would seek to implement a number of revenue generation projects and also engage central government to pay off its bills thus enable Council to meet its obligations and therefore comply with the law that for each dollar raised 70% should be channelled towards service delivery and 30% towards recurrent expenditure.

B. CAPITAL EXPENDITURE

It was reported that the total capital expenditure for the month amounted to ZWG 409 542 438. The report was noted.

C. CASHBOOK AND CASH FLOW PROJECTIONS

The report of the Finance Director on the cashbook and actual cashflow as at 30 November 2025 and bank balances was noted.

D. DEBTORS AND DEBT COLLECTION (RECEIVABLES MANAGEMENT)

Consideration was given to the report of the Finance Director on debtors and debt collection covering debtors by category low density and high density residential, commercial, government departments. The distributions of debtors by category, i.e commercial, industrial, residential high density, low density and institutions was noted. The total debtors for the period under review amounted to ZiG 544 799 167.58 with commercial constituting 20%, industry 9%, government departments 30%, low density residential 11%, residential high density 7%, medium density residential 6%.

E. CREDITORS ANALYSIS

Consideration was given to the report of the Finance Director on accounts Payables focusing on major trade and payroll creditors for the month of November 2025. In total Council is owing various suppliers and service providers ZiG 112 279 827.38.

F. STORES AND ASSET MANAGEMENT

The report of the Finance Director on Stores and Asset Management for the month of November 2025 covering stock levels of various consumables including water treatment chemicals, oils and fuels was noted.

G. ADOPTION OF EXCHANGE RATE DETERMINATION FORMULA

Minutes- Finance & General Purposes Committee: 10 December 2025

The Committee considered the report of the Finance Director on the adoption of an exchange rate for the purposes of facilitating payments for Council services. It was noted that following the promulgation of Statutory Instrument 34 of 2025 which had the effect of repealing statutory instrument 81A of 2014, Council had been faced with cashflow challenges therefore impacting service delivery thus the need to review the exchange rate to match the expenditure incurred by Council in providing the service. The Finance Director presented the cost buildup of the exchange rate and highlighted that the exchange rate would be reviewed monthly in line with the cost of major consumables prevailing in the market. The report was noted.

H. NON-REVENUE WATER

The Committee gave consideration to the report of the Finance Director on non-revenue water for the month of November 2025. It was reported that the water losses in monetary terms recorded for the period under review was USD 270 871.

I. REQUEST FOR DONATIONS TOWARDS THE HOSTING OF THE CHILDREN'S CHRISTMAS PARTY AND REQUEST FOR SPECIAL GIFT FOR THE PERMANENT SECRETARY FOR LOCAL GOVERNMENT AND PUBLIC WORKS DR. BHASERA.

The Committee gave consideration to a request for donations received from the Urban Councils Association of Zimbabwe seeking a special gift for the upcoming Christmas Party for children at Auxillia Mngangwa Children's Home to be held on 13th December 2025 in Bulawayo. It was proposed and agreed to make a donation of USD 200.00 to cater for the permanent Secretary's Gift.

It was noted that the second letter sought a donation of USD 350.00 for different grocery items for the same event. The Committee approved a donation of USD 200 towards groceries for the event.

RESOLVED TO RECOMMEND

THAT Council makes a donation of USD 200 towards the Christmas Party for the Auxillia Mngangwa Children's Home to be held in Bulawayo on 13 December 2025, being the Permanent Secretary's gift and USD 200 towards groceries for the same event.

J. 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.

352. REPORT OF THE TOWN CLERK

A. LIQUOR SECTION REPORT

The Committee considered the report of the Town Clerk on Council liquor outlets covering sales by brand and outlet, profitability and challenges for the month of

Minutes- Finance & General Purposes Committee: 10 December 2025

November 2025. The Liquor business recorded a net loss of ZiG 12,030.36 for the month under review. The report was noted.

B. DISPOSAL OF CONDITIONS OF SERVICE VEHICLE MAZDA BT-50 REGISTRATION NUMBER AEX 1184- INTERNAL AUDIT MANAGER

The Committee gave consideration to the report of the Town Clerk on the disposal of a condition of service vehicle for the Audit Manager. It was reported that the Internal Audit Manager was allocated a condition of service vehicle in terms of section 4(d)(i) of the Employment Contract as quoted below;

Other Benefits

The following allowances shall be payable to you as and when they become due:

- (i) *Council buys a 4x4 Double cab vehicle for use by Chief Internal Auditor on Council business and private use*
- *Council maintains the vehicle*
 - *Council issues 70 litres of fuel per week for business and private use*
 - *Council sells the vehicle to the Chief Internal Auditor after 5 years of usage at the net book value subject to the Town Clerk informing Council about the disposal.*

It was noted that the allocated condition of service vehicle is due for disposal and a valuation was done and the valuation report is attached to this report. The Net Book Value of the vehicle is US\$3 590.75. The Committee approved the disposal.

RESOLVED TO RECOMMEND

THAT Council sells Mazda BT-50 registration number AEX 1184 to the Internal Audit Manager at a cost of US\$3 590.75.

C. DISPOSAL OF CONDITION OF SERVICE VEHICLE MAZDA BT-50 REGISTRATION NUMBER ADY 3954 AND REPAIR OF THE AIRBAG LIGHT- CHAMBER SECRETARY

The Committee considered the report of the Town Clerk on the disposal of the official vehicle for the Chamber Secretary which he was allocated a condition of service vehicle in terms of section 4 (d)(i) of the Employment Contract as quoted below;

(d) Other Benefits

The following allowances shall be payable to you as and when they become due:

- (ii) *Council buys a 4x4 Double cab vehicle for use by Chamber Secretary on Council business and private use*
- *Council maintains the vehicle*
 - *Council issues 80 litres of fuel per week for business and private use*
 - *Council sells the vehicle to the Chamber Secretary after 5 years of usage at the net book value subject to the Town Clerk informing Council about the disposal.*

Minutes- Finance & General Purposes Committee: 10 December 2025

The allocated condition of service vehicle is due for disposal and a valuation was done and the valuation report is attached to this report. The Net Book Value is US\$3 074.40.

The vehicle to be disposed required repairs to the airbag light at a cost of US\$1 901.90 as per quotation from Croco Motors (Pvt) Ltd. Th Committee noted that the Chamber Secretary had already been allocated a new vehicle and it was not prudent for Council to repair a vehicle that was now in his personal use. The Committee noted the need to ensure compliance with disposal policy timeframes for Council assets.

RESOLVED TO RECOMMEND

1. THAT Council sells Mazda BT-50 registration number ADY 3954 to the Chamber Secretary at a cost of US\$3 074.40.

D. MOU WITH THE MIRROR OVER PUBLIC RELATIONS ISSUES

The Committee gave consideration to the report of the Town Clerk on the proposed Memorandum of Understanding with “*The Mirror*” newspaper over public relations related issues. The Committee agreed to defer the matter at the next meeting after provision of additional details.

RESOLVED TO RECOMMEND

THAT the request to enter into a Memorandum of Understanding with The Mirror Newspaper over public relations issues be deferred to the next meeting after providing more information to the Committee.

E. ADOPTION OF POLICIES

The Committee gave consideration to the report of the Town Clerk on the adoption of new and reviewed policies to support By-laws which had been gazetted and some were due for gazetting. The Committee adopted the following policies.

- Registration and licensed premises Policy
- Hawkers and Vendors Policy
- Health and Safety Policy
- Management of Noise and Nuisance Policy
- Works Council Constitution
- Human Resources Manual
- Recruitment Policy
- Conditions of Service Policy

RESOLVED TO RECOMMEND

THAT Council adopts the reviewed policies as follows;

- Registration and licensed premises Policy
- Hawkers and Vendors Policy
- Health and Safety Policy
- Management of Noise and Nuisance Policy
- Works Council Constitution

Minutes- Finance & General Purposes Committee: 10 December 2025

- Human Resources Manual
- Recruitment Policy
- Conditions of Service Policy

F. 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.

353. REPORT OF THE DIRECTOR OF HOUSING AND SOCIAL SERVICES

A. FIXING OF LEASE RENTALS FOR PROPOSED PLOTS ON A PORTION OF STANDARD FARM

Consideration was given to the report of the Director of Housing and Social Services on the fixing of lease rentals for the plots created from the remainder of Standard Farm. It was reported that the 1068th Ordinary Council of September 25, 2025 minute number 234 (18) (2) resolved THAT Council Lease out a portion of Standard Farm measuring 46.96 hectares surrendered by MC Meats Private Limited. A valuation of the subdivisions has been undertaken by the Internal Valuer. The rate per hectare has been pegged at \$25.00 per month. The Committee adopted the recommendation.

RESOLVED TO RECOMMEND

THAT the lease rentals for a portion of Standard Farm measuring 46.96 hectares surrendered by MC Meats Private Limited be pegged at USD 25.00 per hectare per month.

B. VALUATION OF PROPOSED EXTENSION OF STAND 30588 FORT VICTORIA TOWNSHIP LANDS, (ALSO KNOWN AS NUMBER 30588 LUNDI STAR DRIVE, RHODENE EXTENSION, MASVINGO)

The Committee gave consideration to the report of the Director of Housing and Social Services on the internal valuation carried out on respect of stand number 30588 Lundi Star Drive, Victoria Township measuring 7800 square metres.

It was reported that the cost per square metre had been fixed at USD 2.50 thus giving a total of USD 22,425 inclusive of Value Added Tax. The Developer would be required to meet the cost of survey. The report was adopted.

RESOLVED TO RECOMMEND

THAT the valuation report for extension of stand number 30588 Lundi Star Drive, Victoria Township measuring 7800 square metres at USD 2.50 per square metre excluding Value Added Tax be approved it being noted that the developer would be required to meet survey costs.

Minutes- Finance & General Purposes Committee: 10 December 2025

C. Adoption of Report

RESOLVED TO RECOMMEND

THAT the report of the Director of Hosing and Social Servies be approved and adopted subject to the resolution passed in relation thereto

The meeting ended at 4.18 p.m

CONFIRMED THIS

DAY OF

2025

CHAIRMAN

TOWN CLERK