

BIRIM NORTH DISTRICT ASSEMBLY



Republic Of Ghana

Digital Address
Ex - 0016 - 4481

Office of the District Administration
Post Office Box 1
New Abirem



Our Ref BNDA.03/20/104/70

Your Ref _____

Date 29-08-2024

INVITATION TO FEE FIXING RESOLUTION MEETING FOR 2025 RATE IMPOSITION

You are kindly invited to attend the above mentioned meeting scheduled to take place at the Presbyterian Church of Ghana, New Abirem on Wednesday, 11th September, 2024 at 10:00am prompt.

Agenda

1. Discussion of 2025 Rate Imposition of Fee Fixing Resolution
2. Other matters

Please, endeavor to attend.

Thank you

Distribution

Chiefs/Opinion Leaders
Area Council
Unit Committee
Assembly Members
Traders/Market Women
Fashion Designers
Beauticians/Barbers
Restaurants /Chop Bar Operators/Fast Food Joints
Pubs/Drinking Bars/Spots
Distillers
Fuel & Gas Stations
Information Centers
Budget Committee Members
Mobile Money Operators
Pharmacy/Chemical/Herbal Shops
Private Schools
Departmental/Provision Shops


Mark Addo

District Co-Ord. Director

GPRTU/PROTOA

Hotels/Guest House

Newmont

ECG

Insurance Companies

Private Hospitals/Clinics

Poultry Farmers

Rural Banks

Commercial Banks

Agro Chemical Shops

BIRIM NORTH DISTRICT ASSEMBLY

FEE FIXING RESOLUTION MEETING FOR 2025 RATE IMPOSITION AT
ABIREM/AFOSU AREA COUNCIL

11TH SEPTEMBER, 2024

NO	PARTICIPANTS	DESIGNATION	CONTACT	SIGNATURE
1.	Akwaa Naomi	Hairdresser	0544097434	
2.	Akijaa Evelyn	Hairdresser	0542204371	
3.	Akwa Safra Adoko	Palm Kernel Processor	0551102254	SA
4.	Amegble Mamungbo	Hairdresser	0548222563	
5.	Bernice Frimpongaa	Hairdresser	0541227324	
6.	Kichael Akomah	Hairdresser	0544473383	
7.	Nuwona Yaw	Fashion Designer	0547107594	
8.	Rose Ayeko	Hairdresser	0537789455	
9.	Frank Helevi	Pawtany Farmer	0249119122	
10.	Audrey Sanku Arkoh	DPO	0247502271	
11.	Mary Ntiamaa	Seamstress	0242580747	
12.	Kate Bremang	Trading	0247123333	
13.	Darbo Donald	Nurse	0245418175	
14.	Owusu Eugene	Driver (private)	0243242050	
15.	Esi Baduac	Trader (pure water)	0242636939	ES
16.	Gomfot Tetteh	Beautician	0240744899	
17.	Rebecca Mensah	Hairdresser	0596087834	
18.	Oforu Fojen-Dora	Food vendor	0552973526	
19.	Sarah Kwakyewaa	Seamstress	0549889319	
20.	Boaheng Florence	Ingredients seller	0240594168	
21.	Kwasi Vannel	Fashion designer	0531789947	
22.	Vida Sedjoso	Seamstress	0241714630	
23.	Beatrice Oforiwaa	Beautician	0243497250	
24.	Sefa Abogaye	Herbalist	0243576329	
25.	Akosua Ema	Food vendor (breakfast)	0240886150	AE
26.	Nortey Joshua	Second Hand Clothing	0591725315	
27.	Odoi Vida	Egg Seller (Trader)	0553568946	

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ABIREM/AFOSU AREA COUNCIL

11TH SEPTEMBER, 2024

NO	PARTICIPANTS	DESIGNATION	CONTACT	SIGNATURE
1.	Isaac Anokwa	Alcohol Seller	0243902011	
2.	Helen Nti Ful	NATA	0248610506	
3.	Dr. ADIMKRAH	NATA	0241287043	
4.	Ochua Comfort	Woman Organizer (NPP)	0597689890	
5.	Indu Maxwell	Land Hosp. Manager	0245325581	
6.	Afia Sarpomaa	Food Vendor	0243902011	AS
7.	Kofi Ohene	Agro chemical seller	0243891474	
8.	Christian Fosuah	Food Vendor	0247415974	CF
9.	Kwabena Amaning	Agro Chemical Seller	0249394217	
10.	Adelaide Asante Boatman	Trader	0243588661	
11.	Rebecca Boakye	Beatician	0245056690	
12.	Samuel A. Ofori	MCRL	0244312779	
13.	Hanna Ado Soa	Store Keeper (provision)	0541604502	HA
14.	Faustina Kumi	Hair dresser	0544092797	
15.	Adelaide Amankwa	Business woman	0536042260	AA.
16.	Florence Amihere	Fabrics Seller	0241381536	
17.	Sofia Boateng	Food Vendor	0245707146	SB
18.	Obeng Richard	Spare parts dealer	0245169946	
19.	Kofi Ache	Drinking Spot	0555895010	
20.	Boateng Beatrice	Dried fish seller	0542535396	BS
21.	Victoria Tetteh	Palm Kernel oil	0591365180	VT
22.	Faustina Abasio	Ingredients Seller	0536298611	
23.	Hanna Boatman	Stauch Queen's operations	0546376514	
24.	Philip Yaw Asumang	provision store	0244061368	
25.	Anita Addo	Herbal practitioner	0240824908	
26.	Johnson Afrifa	Labourer	0509764985	
27.	Mercy Amoafo O.	A B A	0248351839	

BIRIM NORTH DISTRICT ASSEMBLY

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ABIREM/AFOSU AREA COUNCIL

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NO	PARTICIPANTS	DESIGNATION	CONTACT	SIGNATURE
1.	ING. OSCAR HOROK	Em (ECE)	0244288555	
2.	Gyampa Elizabeth	Food vender (wackye)	0557738086	
3.	Ma Kyamaa	Charcoal seller	0241894996	AK.
4.	Emmanuel Opoku	chemical seller	0551671587	
5.	Florence Owusu	Food vender (wackye)	0595587578	FO.
6.	Veronica Fiakiye	my	0540777176	VF
7.	Jakji Sarah	Plastic Containers	0549184148	JS
8.	Regina Gyampa	clothe	0249805014	RG.
9.	Ankama Julien	Plastic Containers/Provision	0203883522	
10.	Bahsman LOUIS	Provision Store	0244240700	
11.	Ernestina Yaya	Information	0202387208	
12.	Emmanuel Adjalo	Budget Analyst	0244876493	
13.	Kelvin Nana Boateng	ABA	0203525274	
14.	Alfred pepah	IT	0241707771	
15.	HENRY KOFFI A. SYLVA	R/S	0245057945	
16.	Amidu Wahabu	ABA	0247114827	
17.	Priscilla Oppong	Teacher	0243505926	
18.	Adelaide Cudjoe	Births/Death	0207766475	
19.	Elizabeth Martey	BA	0201452263	
20.	Felix Amponsah Afoye		0201783207	
21.	Hon. Asanah Boateng	New Agoran	0244-492479	
22.	Victoria A. Lado	DBA	0249180189	
23.				
24.				
25.				
26.				
27.				

MINUTES OF THE STAKEHOLDERS CONSULTATIVE MEETING OF THE BIRIM NORTH DISTRICT ASSEMBLY ON THE 2025 FEE FIXING RESOLUTION AND RATE IMPOSITION HELD ON WEDNESDAY, 11TH SEPTEMBER, 2024 AT THE PRESBYTERIAN CHURCH OF GHANA, NEW ABIREM.

PARTICIPANTS

S/N	NAME	DESIGNATION	LOCATION
1	AKWAA NAOMI	HAIRDRESSER	NEW ABIREM
2	AKYAA EVELYN	HAIRDRESSER	NEW ABIREM
3	SAFIA ADOKO	PALM KENNEL PRODUCER	NEW ABIREM
4	AMEGBLE MAWUNYO	HAIRDRESSER	NEW ABIREM
5	BERNICE FRIMPOMAA	HAIRDRESSER	NEW ABIREM
6	RACHAEL AKOMAH	HAIRDRESSER	NEW ABIREM
7	NUWOZA YAW	FASHION DESIGNER	NEW ABIREM
8	ROSE AYEKO	HAIRDRESSER	AFOSU
9	FRANK HELEVI	PAULTRY FARMER	NEW ABIREM
10	MARY NTIAMOAH	SEAMSTRESS	NEW ABIREM
11	KATE BREMPONG	TRADING	AFOSU
12	DARKO DONALD	NURSE	AFOSU
13	OWUSU EUGENE	DRIVER (PRIVATE)	NEW ABIREM
14	ESI BADUAA	TRADER (PURE WATER)	NEW ABIREM
15	COMFORT TETTEH	BEAUTICIAN	NEW ABIREM
16	REBECCA MENSAH	HAIRDRESSER	NEW ABIREM
17	OFOSU FRIEN-DORA	FOOD VENDOR	AFOSU
18	SARAH KWAKYEWAA	SEAMSTRESS	AFOSU
19	BOATENG FLORENCE	TRADER (INGREDIENT)	NEW ABIREM
20	KWASI VANNEH	FASHION DESIGNER	AFOSU
21	VIDA SEDJURO	SEAMSTRESS	AFOSU
22	BEATRICE OFORIWAA	BEAUTICIAN	AFOSU
23	SEFA ABOAGYE	HERBALIST	NEW ABIREM
24	AKOSUA EMA	FOOD VENDOR (BRAKFAST)	NEW ABIREM
25	NORTEY JOSHUA	SECOND HAND CLOTHING	NEW ABIREM
26	ODOI VIDA	TRADER (EGGS)	NEW ABIREM
27	ISAAC AMANKWA	DRINKING SPOT	NEW ABIREM
28	NELSON NTIFUL	NAYA	NEW ABIREM
29	OTI ADINKRAH	NAYA	NEW ABIREM
30	ODRUA COMFORT	WOMEN ORGANIZER (NPP)	NEW ABIREM
31	ANTWI MAXWELL	I&I HOSPITAL	AFOSU
32	AFRA SARPOMAA	FOOD VENDOR	AFOSU
33	KOFI OHENE	AGRO CHEMICAL SELLER	NEW ABIREM
34	CHRISTIANA FOSUAH	FOOD VENDOR	NEW ABIREM
35	KWABENA AMENING	AGRO CHEMICAL SELLER	NEW ABIREM
36	ADLAIDE ASANTE BOATEMAA	TRADER	NEW ABIREM
37	REBECCA BOAKYE	BEAUTICIAN	AFOSU

38	SAMUAL A. OFOSU	MGRL	NEW ABIREM
39	HANNAH ADOBEA	PROVISION STORE	NEW ABIREM
40	FAUSTINA KUMI	HAIRDRESSER	AFOSU
41	ADELAIDE AMANKRA	BUSINESS WOMAN	NEW ABIREM
42	FLORENCE AMIHERE	FABRICS DEALER	NEW ABIREM
43	SOFIA BOATENG	FOOD VENDOR	AFOSU
44	OBENG RICHARD	SPARE PARTS DEALER	NEW ABIREM
45	KOFI ADU	DRINKING SPOT	AFOSU
46	BOATENG BEATRICE	FISH MONGER	NEW ABIREM
47	VICTORIA TETTEH	PALM KENNEL PRODUCER	NEW ABIREM
48	FAUSTINA ABABIO	TRADER (INGREDIENTS)	MAMANSO
49	HANNAH BOATEMAA	STOUCH QUENNS & OPERATIONS	NEW ABIREM
50	PHILLIP YAW ASUMANG	PROVISION STORE	AFOSU
51	ANITA ADDO	HERBAL PRACTITIONER	NEW ABIREM
52	JOSHUA NFRAFA	LABOURER	AFOSU
53	ING. OSCAR HOTOR	DISTRICT MANAGER-ECG	NEW ABIREM
54	GYANTUAH ELIZABETH	FOOD VENDOR	NEW ABIREM
55	AMA KYAMAA	CHARCOAL DEALER	NEW ABIREM
56	EMMANUEL OPOKU	CHEMICAL SELLER	AFOSU
57	FLORENCE OWUSU	FOOD VENDOR	AFOSU
58	VERONICA FUAKYE	FOOD VENDOR	AFOSU
59	TAKYI SARAH	PLASTIC CONTAINERS	AFOSU
60	REGINA GYAMFUA	FABRICS	AFOSU
61	ANKAMAH JULIANA	PROVISION STORE	AFOSU
62	BELNSMAN LOUIS	PROVISION STORE	AFOSU
63	PRISCILLA OPPONG	TEACHER	ABIREM
64	ERNESTINA YAYRA	INFORMATION SERVICE	BNDA
65	AUDREY SANDRA ARKOH	DISTRICT PLANNING OFFICER	BNDA
66	MERCY AMOAFOA OPPONG	ASSIST. BUDGET ANALYST	BNDA
67	EMMANUEL ADJALO	BUDGET ANALYST	BNDA
68	KELVIN NANA BOATENG	ASSIST. BUDGET ANALYST	BNDA
69	ALFRATED PERPRAH	IT OFFICER	BNDA
70	NANA KOFI. ADU-GYAMFI	REVENUE SUPERINTENDENT	BNDA
71	AMINU WAHABU	ASSIST. BUDGET ANALYST	BNDA
72	ADELAIDE CUDJOE	BIRTH & DEATH REGISTRY	BNDA
73	ERNEST AMPONSAH		AFOSU
74	ELIZABETH MARTEY	BUDGET ANALYST	BNDA
75	VICTORIA AKOSUA LOKKO	DISTRICT BUDGET ANALYST	BNDA
76	HON. ASAMOAH BOATENG	ASSEMBLY MEMBER	NEW ABIREM
77	NASH NTIM	AGRO CHEMICAL DEALER	NEW ABIREM
78	BRO MENSAH	PROVISION STORE	NEW ABIREM

1.0 **OPENING**

The meeting started at 10:35am with a prayer by Nash Ntim

2.0 **INTRODUCTION**

The District Budget Analyst (DBA) told participants that as per regulatory requirement, before MMDAs imposed rates and fees, they must engage rate payers within their jurisdiction, business and property owners to deliberate and agree on the amount to allow them adequate time to prepare. As a result, the Birim North District Assembly has organized the programme to engage rate payers within the District to deliberate on the rates to be imposed. She said rate payers were engaged to seek their inputs on the imposition subject to acceptance and subsequent approval by General Assembly to avoid resistance during implementation. She mentioned that the programme was centered on the rates to be imposed in 2025.

She informed participants that the programme could not come off last year because the rates for 2023 were maintained. She told participants that it has become necessary to adjust the current rate since the Assembly charges were below the upper limit released by the Ministry of Finance which takes into consideration three years inflation.

3.0 **AGENDA FOR THE DAY**

3.1

Discussion of Draft 2025 Fee Fixing Resolution

The DBA told participants that for the sake of time, only businesses operated by participants would be looked at. She added that the proposed rates were based on the size and categories of the businesses operated in the District.

She then took participants through a power point presentation on the draft 2025 FFR.

3.1.1 **Rate**

After the presentation, Mr. Oscar Hutor, the District Manager of ECG enquired to know why the Assembly still charge his outfit BOP and Property rates. According to him, rates paid by ECG are centralized and paid at the national level. He don't understand why they are still billed at the District level. He also wanted to know the institution responsible for the preparation of the guideline.

The DBA responded that per the guideline released, payment of Property rate and BOP were captured for Municipals, Metropolitan and District Assemblies. Therefore, every Assembly was supposed to use their respective categories to compute the rates within their jurisdiction. She said, collection of the rates are to be done at the District level and not at the national level. She also added that, the Ministry of Finance and the Ministry of Local Government, Decentralization and Rural Development and are the institutions responsible for the preparation of the guideline.

Hon. Asamoah Boateng also enquired to know whether in arriving at the current year's rates participants can make suggestion beyond the guideline.

The DBA responded that the guideline gave upper limit for MMDAs beyond which the rates cannot exceed. She said that if the suggestion falls within the upper limit, it would be accepted. She however added that in arriving at the agreed rates, the Assembly must take into consideration the ability to pay of the businesses operated in the District.

Bro Mensah also enquired to know whether it was mandatory to increase the rates every year and whether all payers were able to pay their bills for the previous year.

In response, the DBA said the guideline issued runs through a period of four years within which all Assemblies are to reach their upper limit. She mentioned that once the Assembly rates falls below the upper limit, they are required to increase their rates. However, if they are already, charging rates equal to the upper limit, they cannot increase it until a new guideline is released. For payment in the previous year, the DBA said it was positive but still encourage payers to do more to help the Assembly run. She added that if payers default in a particular year, their outstanding bills are added to the current year. She therefore entreated participants to make prompt payment in order to avoid arrears.

3.1.2 **Agro Chemicals**

Mr. Opoku requested the DBA to outline the Assembly's plans for those who operate shops along the main road. According to him, he deals in Agro Chemicals and has a shop along the main road but over speeding from vehicles and tricycles is affecting his business adversely. He

wanted to know what the Assembly would do to curb the unnecessary speeding along the main road, if possible speed ramps must be erected.

The DBA responded that he should channel his issue through the Unit Committee members or the Assembly Member in his electoral area so that it could be forwarded to the Assembly for consideration and necessary action.

The District Planning Officer (DPO) added that erection of speed ramps lies in the jurisdiction of the Ghana Highway Authority and the Ministry of Roads and Highways. She said the Assembly only have control over roads in the rural areas. She however assured him that his request would be considered in the medium term report.

3.1.3 Beauticians

Madam Comfort Tetteh suggested that the Assembly should consider the current economic hardship and adjust their rate from Ghc120.00 to Ghc100.00. According to her, cost of power and other items used in running their businesses were affected by the frequent price hikes. Secondly, she said apprentices sponsored by the Assembly and Newmont Ghana are sent to masters outside the District who do not pay rates to the Assembly but the very skills these apprentices learn are equally taught in the District. She suggested that going forward, trainers in the District should also be considered in such training programmes since they pay rates to the Assembly.

The DPO responded that the decision was not in the jurisdiction of the Assembly but the Minerals Development Fund (MDF). The payment are managed by the MDF. She told participants that a recent monitoring and supervision revealed that some trainees do not submit to authority because they are familiar with their training environment that was what prompted sponsors to relocate them outside the District. She assured the trainers that if the Assembly would carry out any skills development training, local trainers would be considered.

Hon. Asamoah Boateng added that some apprentice were trained locally but did not take the programme serious because of the location. Others failed to use start up tool provided after the training. He said as a result, it was decided that if trainees would not be serious because of the location, they should be taken to training schools outside the District. He also pleaded with sponsors to extend the duration of the training because some trainees were unable to sew a shirt

after training because the duration was one year. He said when trainees go through the normal training period, they would be equipped enough in their respective skills.

Madam Comfort Tetteh also added that if the trainers are given to local trainer and regular monitoring and supervision are done, the trainees would be serious with the programme.

3.1.4

Registration of Birth and Death

The District Birth and Death Registry Officer also took participants through the registration process of birth. In her presentation, she said when a child is born, it is required by law to register them for national data purposes. She gave the rates for birth registration as 0 to 1year – Free and 1to 60years as Ghc 100.00.

She also said if a person dies, the death must be registered for burial permit especially when it occurs at home. She said if a person dies at home, the family must contact the Assemblyman of the area for a letter to the birth and death registry office for burial permit. She pleaded with Nananom to demand death certificate and burial permit before giving out grave space. She added that if burial was done before the permit, the head of family, next of kin and a principal member of the family must go to court and swear affidavit before the death can be registered. She added that one need cause of death, Ghana card (for both deceased and witness) and photocopy of mortuary receipt to register for death certificate.

Mr. Isaac Amankwah enquired to know whether one can do it at the hospital and still come to the office.

The Birth and Death Officer responded that at birth,the child would be given the pink certificate. The parents are supposed to bring that one for a computerized certificate.

4.0


CLOSING REMARKS


The DBA thanked participants for their time, patience, inputs and suggestion in making the meeting a successful one. She said their concerns would be communicated to Management for necessary action.

5.0

CLOSURE

The meeting came to a close with a prayer by Bro.Mensah at 12:55pm.


VICTORIA AKOSUA LOKKO
(SECRETARY)


MARK ADDO
(CHAIRMAN)





