

Sai Kung District Council
Finance and Administration Committee
Minutes of the First Meeting in 2016

Date: 19 January 2016 (Tuesday)

Time: 10:11 a.m.

Venue: Conference Room of the Sai Kung District Council

<u>Present</u>	<u>From</u>	<u>To</u>
Mr WAN Yuet-cheung, BBS, MH, JP (Chairman)	10:11 a.m.	10:30 a.m.
Mr CHEUNG Chin-pang, Edwin (Vice Chairman)	10:11 a.m.	10:30 a.m.
Mr NG Sze-fuk, George, GBS, JP	10:11 a.m.	10:30 a.m.
Mr SING Hon-keung, BBS, MH	10:11 a.m.	10:30 a.m.
Mr AU Ning-fat, Alfred, MH	10:11 a.m.	10:30 a.m.
Mr CHAN Kai-wai	10:11 a.m.	10:30 a.m.
Mr CHAN Pok-chi, Jonathan	10:11 a.m.	10:30 a.m.
Mr CHAU Yin-ming, Francis, BBS, MH	10:11 a.m.	10:30 a.m.
Mr CHEUNG Mei-hung	10:11 a.m.	10:30 a.m.
Mr CHONG Yuen-tung	10:11 a.m.	10:30 a.m.
Mr CHUNG Kam-lun	10:11 a.m.	10:30 a.m.
Mr HO Man-kit, Raymond	10:11 a.m.	10:30 a.m.
Mr KAN Siu-kei	10:11 a.m.	10:30 a.m.
Mr LAI Ming-chak	10:11 a.m.	10:30 a.m.
Mr LAU Wai-cheung, Peter, MH	10:11 a.m.	10:30 a.m.
Mr LI Ka-leung, Philip	10:11 a.m.	10:30 a.m.
Mr LUI Man-kwong	10:11 a.m.	10:30 a.m.
Mr TAM Lanny, Stanley, MH	10:11 a.m.	10:30 a.m.
Mr TSE Ching-fung	10:11 a.m.	10:30 a.m.
Mr WAN Kai-ming	10:11 a.m.	10:30 a.m.
Mr WONG Shui-sang	10:11 a.m.	10:30 a.m.
Miss TANG Wing-yan, Emmy (Secretary)	Executive Officer (District Council)4, Sai Kung District Office	

In Attendance

Ms SIU Mo-lin, Maureen, JP	District Officer (Sai Kung), Sai Kung District Office
Mr WAN Sheung-him, Frankie	Assistant District Officer (Sai Kung)2, Sai Kung District Office
Miss LAU Tang, Moira	Senior Executive Officer (District Council), Sai Kung District Office
Mr WU Tat-chee, Mike	Executive Officer I (District Council), Sai Kung District Office
Mr NG Wing-keung, Henry	Senior Liaison Officer (1), Sai Kung District Office
Ms LAM Yee-lai, Decem	Senior Liaison Officer (2), Sai Kung District Office

Welcome Remarks

Mr George NG, Chairman of the Sai Kung District Council (SKDC), welcomed all Members to the first Meeting in 2016 of the Finance and Administration Committee (FAC) under SKDC.

I. Election of the Chairman of FAC under SKDC

2. Mr George NG said it was agreed at the full council meeting of SKDC on 5 January 2016 that the term of office of Members was two years from 5 January 2016 to 31 December 2017, and the Chairman and the Vice-chairman of FAC could serve consecutive terms after completion of the term of office. It was also agreed at the full council meeting that the elections of the Chairman and the Vice-chairman of FAC would be conducted by a show of hands after nomination of candidates, and each candidate should be nominated by a Member and seconded by another Member.

3. Mr George NG continued that the candidates for the Chairman or the Vice-chairman of FAC should be nominated and seconded by FAC Members. The deadline for joining as FAC Members was 8 January 2016. The Secretariat had sent the membership list of each committee to SKDC Members for endorsement by email circulation. The endorsed membership lists were sent to all SKDC Members by email on 18 January 2016.

4. Mr George NG asked Members to nominate candidates for the election of the Chairman of FAC.

5. Mr CHONG Yuen-tung nominated Mr WAN Yuet-cheung as the Chairman of FAC and the nomination was seconded by Mr Philip LI.

6. Mr WAN Yuet-cheung accepted the nomination.

7. There being no other nomination and objection from Members, Mr George NG declared that Mr WAN Yuet-cheung was elected uncontested as the Chairman of FAC.

II. Election of the Vice Chairman of FAC under SKDC

8. The Chairman (Mr WAN Yuet-cheung) asked Members to make nominations for the election of Vice-chairman of FAC.

9. Mr CHAN Kai-wai nominated Mr Edwin CHEUNG as the Vice-chairman of FAC and the nomination was seconded by Mr CHONG Yuen-tung.

10. Mr Edwin CHEUNG accepted the nomination.

11. There being no other nomination and objection from Members, the Chairman declared that Mr Edwin CHEUNG was elected uncontested as the Vice-chairman of FAC.

III. Time-table of Sai Kung District Council and Committee Meetings for 2016 (SKDC(FAC) Paper No. 1/16)

12. The Chairman asked Members to refer to the paper for the meeting schedule of FAC. There being no objection from Members, the Chairman declared that schedule of meetings of FAC was endorsed.

IV. Report Items

1. Financial Status of Sai Kung Community Involvement Funds (2015-2016) (SKDC(FAC) Paper No. 2/16)

13. Members noted the above paper.

14. The Secretary reported the financial position of the 2015-16 Sai Kung Community Involvement Funds. As at 10 January 2016, the total approved commitment of the Sai Kung Community Involvement Funds was \$19,147,468.64 and the total actual expenditure was \$12,931,609.13.

2. Applications for Variations to Projects (SKDC(FAC) Paper No. 3/16)

15. Members noted the above paper.

16. The Secretary reported that the Secretariat had received 3 applications for variation of projects from 2 to 8 January 2016 pending Members' approval.

17. There being no objection from Members, the Chairman declared that the 3 applications for variation of projects were endorsed.

V. Discussion Items

18. The Chairman asked Members to refer to SKDC(FAC) Paper Nos. 4/16 and 5/16 and note the section on declaration of interests. The Secretariat had not received any updated information before the meeting. If Members found any incorrect or missing information on the paper, they were requested to make a declaration immediately and complete the declaration form after the meeting for the Secretariat's record. In addition, Members should declare interests or update the information before the meeting for the Secretariat to send the "Summaries of Projects for Endorsement" to all Members by email for reference. If Members present at the meeting had any doubt about the information or the relationship with an organisation as declared by a Member, they should raise it immediately at the meeting for discussion and resolution by FAC.

19. The Chairman said the funding applications submitted to FAC for consideration had been vetted by the Secretariat based on the Guidelines/Procedures on the Use of Sai Kung District Council Funds for Community Involvement Project (Guidelines) before they were recommended to FAC for approval. If there was no provision under the existing items listed in the Guidelines for a particular funding item under request, the item would be regarded as "non-standard item". Members could decide whether funding should be granted for such "non-standard item". Members were asked to vet the funding applications prudently with a view to making more effective use of resources.

1. Applications for 2015-2016 Sai Kung Community Involvement Funds Submitted for Endorsement at the First Meeting of FAC in 2016 (SKDC(FAC) Paper No. 4/16)

20. The Secretary reported that there were a total of 4 funding applications for financial year 2015-16 as listed in SKDC(FAC) Paper No. 4/16. The total funding amount recommended for approval was \$126,260.00.

21. The details of the funding approval after discussion were set out in **Annex 1**.
- 2. Applications for 2016-2017 Sai Kung Community Involvement Funds Submitted for Endorsement at the First Meeting of FAC in 2016 (SKDC(FAC) Paper No. 5/16)**
22. The Secretary reported that there were a total of 2 funding applications for financial year 2016-17 as listed in SKDC(FAC) Paper No. 5/16 and the total funding amount recommended for approval was \$109,900.00.
23. The details of the funding approval after discussion were set out in **Annex 2**.

VI. Any Other Business

- 1. Reimbursement of expenses incurred in the implementation of projects financed by Sai Kung Community Involvement Funds (SKDC(FAC) Paper No. 6/16)**
24. Members noted the above paper.
25. The Chairman said the Secretariat was handling an application for reimbursement of expenses for a project under Mid-Autumn Festival Lightings for Residents' Organisations. The grantee purchased Mid-Autumn Festival lightings with DC funds, but stickers provided by DC were not adhered to the lanterns. However, the grantee had indicated "Acknowledgement: Sponsored by the Sai Kung District Council" on the activity posters and lanterns. The amount of reimbursement for this activity under the application was \$1,360.
26. The Chairman asked Members to express views on whether reimbursement would be made from the funds granted to the above applicant organisation.
27. A Member said when the Secretariat had written to the organisation to inform the result of its application in May 2015, there was no mandatory requirement for the organisation to use the stickers provided by DC with the words "Sponsored by the Sai Kung District Council", and such requirement was not specified in the Guidelines. As the organisation had clearly marked "Acknowledgement: Sponsored by the Sai Kung District Council" on the activity posters and lanterns, the Member opined that DC should make reimbursement from the funds granted.
28. There being no objection from Members, the Chairman declared that the reimbursement would be made from the funds granted to the above applicant organisation.

2. Arts and Cultural Activities

29. The Chairman asked Members to note that it was agreed at the first meeting of SKDC on 5 January that the Sai Kung District Office would co-ordinate arts and cultural activities and identify suitable organisations to co-organise those activities. As the funding amount of the relevant application exceeded \$100,000, endorsement from the full council of SKDC was required for approving the application according to the Guidelines. Details of the funding application had been sent to all SKDC Members earlier for Members' discussion at the special meeting of SKDC to be held later.

30. No other business was raised.

VII. Date of Next Meeting

31. The Chairman declared that the next meeting would be held at 9:30 a.m. on 5 April 2016 (Tuesday). The meeting was adjourned at 10:30 a.m.

**Finance and Administration Committee
Sai Kung District Council
January 2016**

西貢區議會
Sai Kung District Council (SKDC)
財務及行政委員會
Finance and Administration Committee

撥款申請
Funding Applications for the Community Involvement Projects

(一) 引言 Introduction

本文列載4項2015/2016年度區議會撥款申請的詳情。

This paper includes the details of 4 funding applications of Financial Year 2015/2016 for the Community Involvement Projects under the SKDC.

(二) 活動詳情 Project details

<u>項目</u> <u>Item</u>	<u>分類</u> <u>Category</u>	<u>活動性質</u> <u>Project Nature</u>	<u>申請編號</u> <u>Application</u> <u>Number</u>	<u>活動名稱</u> <u>Name of Project</u>	<u>申請機構</u> <u>Applicant</u>	<u>申請撥款(元)</u> <u>Applied</u> <u>Amount(\$)</u>	<u>獲批撥款總額(元)</u> <u>Total of Approved</u> <u>Amount(\$)</u>	<u>備註</u> <u>Remarks*</u>
1	1d	居民團體旅行、嘉年華及辦事處開幕 Journeys, Carnivals and Office Opening Ceremonies of Residents' Organisations	131/15-16(CRS)	盆滿钵滿齋宴團 Lunar New Year Vegetarian Tour	天晉住宅業主小組委員會 Residential Owners Sub-Committee of The Wings	1,500.0	1,500.0	
2	1d	居民團體旅行、嘉年華及辦事處開幕 Journeys, Carnivals and Office Opening Ceremonies of Residents' Organisations	132/15-16(CRS)	屋苑新春旅行 One Day Local Tour	南豐廣場業主委員會 The Owners Committee of Nan Fung Plaza	2,760.0	1,500.0	第二項獲批撥1,500元。
3	3j	花卉展 Green Stalls of HK Flower Show	47/15-16(CA)	二零一六年香港花卉展覽綠化推廣攤位籌備工作 Preparation Works of Green Stalls of Hong Kong Flower	西貢區議會 Sai Kung District Council	40,000.0	40,000.0	
4	5f	銘謝狀 Award of Certificate of Appreciation	10/15-16(P&O)	2012-2015年度西貢區議會銘謝地區人士頒獎典禮 Sai Kung District Council Local Personailies Presentation Ceremony 2012-2015	西貢區議會 Sai Kung District Council	83,260.0	83,260.0	
							3,000.0	
							40,000.0	
							83,260.0	
						127,520.0	126,260.0	

* Chinese Version only

西貢區議會
Sai Kung District Council (SKDC)
財務及行政委員會
Finance and Administration Committee
撥款申請
Funding Applications for the Community Involvement Projects

(一) 引言 Introduction

本文列載2項2016/2017年度區議會撥款申請的詳情。

This paper includes the details of 2 funding applications of Financial Year 2016/2017 for the Community Involvement Projects under the SKDC.

(二) 活動詳情 Project details

<u>項目</u> <u>Item</u>	<u>分類</u> <u>Category</u>	<u>活動性質</u> <u>Project Nature</u>	<u>申請編號</u> <u>Application</u> <u>Number</u>	<u>活動名稱</u> <u>Name of Project</u>	<u>申請機構</u> <u>Applicant</u>	<u>申請撥款(元)</u> <u>Applied</u> <u>Amount(\$)</u>	<u>獲批撥款總額(元)</u> <u>Total of Approved</u> <u>Amount(\$)</u>	<u>備註</u> <u>Remarks*</u>
1	3h	防火運動 Fire Safety	1/16-17(CA)	二零一六年清明節防止山火宣傳活動 Ching Ming Publicity of Hill Fire Prevention 2016	西貢區防火委員會 Sai Kung District Fire Safety Committee	39,900.0	39,900.0	
							39,900.0	
2	3i	促進地區經濟 Promotion of District Economy and Characters	2/16-17(CA)	西貢旅遊網網頁維持和維護2016-2018 Web hosting and Maintenance of Travel In Sai Kung 2016-2018	西貢區議會 Sai Kung District Council	70,000.0	70,000.0	無此項項目： 網頁域名、網頁維持和維護（包括網頁內容管理系統的維修及支援、網頁更新維護、網頁寄存服務及每日瀏覽分析、維持及維護後台管理系統、提供網頁及圖像的原始檔）
							70,000.0	
						109,900.0	109,900.0	

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