

**Sai Kung District Council
Finance and Administration Committee
Minutes of the First Meeting in 2017**

Date: 24 January 2017 (Tuesday)

Time: 9:30 a.m.

Venue: Conference Room of the Sai Kung District Council

Present

<u>Present</u>	<u>From</u>	<u>To</u>
Mr WAN Yuet-cheung, BBS, MH, JP (Chairman)	9:30 a.m.	10:11 a.m.
Mr CHEUNG Chin-pang, Edwin (Vice Chairman)	9:30 a.m.	10:11 a.m.
Mr NG Sze-fuk, George, GBS, JP	9:30 a.m.	10:11 a.m.
Mr SING Hon-keung, BBS, MH	9:30 a.m.	10:10 a.m.
Mr AU Ning-fat, Alfred, MH	9:30 a.m.	10:11 a.m.
Mr CHAN Kai-wai	9:30 a.m.	10:11 a.m.
Mr CHAN Pok-chi, Jonathan, JP	9:30 a.m.	10:11 a.m.
Mr CHAU Yin-ming, Francis, BBS, MH	9:30 a.m.	10:11 a.m.
Mr CHEUNG Mei-hung	9:35 a.m.	10:11 a.m.
Mr CHONG Yuen-tung	9:30 a.m.	10:11 a.m.
Mr CHUNG Kam-lun	9:34 a.m.	10:11 a.m.
Mr HO Man-kit, Raymond	9:30 a.m.	10:11 a.m.
Mr LAI Ming-chak	9:30 a.m.	10:11 a.m.
Mr LAU Wai-cheung, Peter, MH	9:34 a.m.	10:11 a.m.
Mr LI Ka-leung, Philip	9:44 a.m.	10:11 a.m.
Mr LUI Man-kwong	9:30 a.m.	10:11 a.m.
Mr TAM Lanny, Stanley, MH	9:35 a.m.	10:11 a.m.
Mr TSE Ching-fung	9:30 a.m.	10:11 a.m.
Mr WAN Kai-ming	9:35 a.m.	10:11 a.m.
Mr WONG Shui-sang	9:30 a.m.	10:11 a.m.
Miss Carmen TANG (Secretary)	Executive Officer (District Council)4, Sai Kung District Office	

In Attendance

Mr KWOK Chung-kai, Peter	Assistant District Officer (Sai Kung)1, Sai Kung District Office
Miss LAU Tang, Moira	Senior Executive Officer (District Council), Sai Kung District Office
Mr LIU Chung-him, Michael	Executive Officer I (District Council), Sai Kung District Office
Mr LAI Po-kwan, Rayco	Liaison Officer i/c (Hang Hau), Sai Kung District Office
Miss NG Sheung-han, Alice	Manager (New Territories East) Marketing & District Activities, Leisure and Cultural Services Department
Mr MAK On-ki, Andrew	Deputy District Leisure Manager (Sai Kung)1, Leisure and Cultural Services Department
Ms WONG Po-ling	Social Work Officer 1 (Planning & Coordinating), Social Welfare Department

Absent

Mr KAN Siu-kei

Welcoming Remarks

The Chairman welcomed Members and representatives of departments and organisations to the first meeting of the Finance and Administration Committee (FAC) of the Sai Kung District Council (SKDC) in 2017.

I. Confirmation of Minutes of the Sixth Meeting of FAC held on 30 November 2016

2. There being no amendment from Members to the minutes of the sixth meeting of FAC in 2016, the Chairman declared that the above minutes were confirmed.

II. Report Items

(1) Financial Status of Sai Kung Community Involvement Funds 2016-2017 as at 15 January 2017 (SKDC(FAC) Paper Nos. 1/17 and 2/17)

3. Members noted the above paper.
4. The Secretary reported the financial status of the 2016-17 Sai Kung Community Involvement Funds. As at 15 January 2017, the total commitment of the Sai Kung Community Involvement Funds was \$19,663,751.52 and the total actual expenditure was \$11,694,426.61.
5. Members noted that this financial year would end on 31 March 2017. The budget for the current financial year was calculated based on 110% of the actual provision, i.e. \$19,800,000 and the estimated remaining allocation was \$130,000.

(2) Applications for Variation of Projects (SKDC(FAC) Paper No. 3/17)

6. Members noted the above paper. The “School Sports Developmental Programme in 2016” (Application number: 4/16-17(DFMC)) under Item 5 of the paper was an application made after completion of event.
7. There being no objection from Members, the Chairman declared that all the applications for variation of projects set out in the paper were endorsed in accordance with paragraph 71 of the “Guidelines/Procedures on the Use of Sai Kung District Council Funds for Community Involvement Projects” (the Guidelines).

(3) Reports of the Working Groups Established under FAC

(1) Working Group of Publicity and Editing (SKDC(FAC) Paper No. 4/17)

8. The Convenor of the Working Group of Publicity and Editing briefly introduced on the above paper.
9. Members noted the above paper.
10. There being no objection from Members, the Chairman declared that the above report was endorsed.

III. Discussion Items

**(1) Review of the “Guidelines/Procedures on the Use of Sai Kung District Council Funds for Community Involvement Projects”
(SKDC(FAC) Paper No. 5/17)**

11. Members noted the above paper.

12. The Chairman said that the Secretariat had made amendments to refine the Guidelines following last year’s practice.

13. A Member asked why it was proposed in the above paper that “Flower Shows” be removed and “Ritual performances of Cantonese Opera” be included in paragraph 16(a) of the “Guidelines/Procedures on the Use of Sai Kung District Council Funds for Community Involvement Projects”, and why “Ritual performances of Cantonese Opera” was included as a kind of activities that could be held after February 15 in the following year with no discretionary approval required from FAC.

14. The Secretary supplemented that it might not be possible for the reimbursement application of projects with late completion date to be submitted on time. Therefore, FAC endorsed in 2014 for the project completion date to be set earlier on 15 February instead of 8 March. As ritual performances of Cantonese Opera was a traditional performance with unique local characteristics in Sai Kung, after deliberation, the Working Group on Arts and Cultural Activities under FAC endorsed reservation of a portion of funding allocation for local groups to apply for staging the performances. As some of the local groups would normally stage the performances in February of lunar calendar, relaxing such requirement could allow the organisers to make flexible arrangement. As the expenses of projects launched by Government departments or District Offices on behalf of District Councils or Committees/Working Groups of District Offices, such as the Flower Show, would be directly paid by the Government, there would never be the case of late submission of reimbursement application rendering the claim unsettled in that financial year. Therefore, the Secretariat proposed the deletion of “Flower Shows” in paragraph 16(a) to make the Guidelines concise. The amendment would not affect the hosting of the Flower Show.

15. Other than the above comments, Members had no other comment regarding the proposed amendments set out in the paper. All proposed amendments were unanimously endorsed by Members.

16. For the updated Guidelines to take effect on April 1 this year, Members agreed that the above paper be submitted to the full council for endorsement at its next meeting on 7 March 2017.

**(2) Applications for 2016-17 Sai Kung Community Involvement Funds Submitted for Endorsement at the First Meeting of the FAC in 2017
(SKDC(FAC) Paper No. 6/17)**

17. The Chairman asked Members to note the information on Members’ declaration of interests as stated in SKDC(FAC) Paper Nos. 6/17 to 7/17. The Secretariat had emailed the latest form for declaration of interests to all Members and had not received any updated information before the meeting. In case there were errors or omissions, Members were asked to make declaration immediately and complete the declaration form after the meeting for filing

by the Secretariat. In addition, Members should declare interests or update the information before the meeting for the Secretariat to send the latest information on Members' declaration of interests to all Members by email for reference. If there was any question on the declaration of any Member or its relationship with organisations, the attendee should raise it at the meeting for discussion and decision.

18. The Chairman continued that the funding applications reviewed by the Secretariat for submission to FAC for consideration were recommended for approval by the Secretariat according to the Guidelines. An item would be regarded as a "non-standard item" if funding could not be granted according to the Guidelines. Members could decide whether to agree recommending funding approval for those "non-standard items". Members were asked to vet the funding applications prudently with a view to making more effective use of resources.

19. The Chairman reported that a funding application in 2016-17 for the Green Stalls for Hong Kong Flower Show, with unspent allocation of merely \$25,000, would generate an over-provision of \$15,000 if its total funding amount of \$40,000 recommended for approval was endorsed. As the provision earmarked for DC had not been fully exhausted (with an estimated unspent provision of \$130,000 in 2016-17), DC could make allocations to cover the over-provision of \$15,000.

20. Details of the approval results after discussion were set out in **Annex 1**.

(3) Applications for 2017-18 Sai Kung Community Involvement Funds Submitted for Endorsement at the First Meeting of the FAC in 2017 (SKDC(FAC) Paper No. 7/17)

21. The Chairman reported that there were a total of 2 funding applications for financial year 2017-18. The total funding amount recommended for approval by Members in advance was \$128,300.

22. Details of the approval results after discussion were set out in **Annex 2**.

23. The Chairman supplemented that the Home Affairs Department (HAD) would normally announce the amount of funding allocation for the next financial year in March every year. FAC would discuss the allocation of funds for the financial year 2017-18 at its next meeting on 6 April and confirm the projects pre-approved at the meeting.

(Post-meeting note: One of the kick-off ceremonies under The Kick-off Ceremonies and Related Promotion of Sai Kung Signature Project Scheme Project (Project No: 2/17-18(CA)) would be held in late March instead of April 2017. Members endorsed the change of project date by circulation. The project was then a cross-year project and its project number had been revised as 9/16-17(P&O). All the expenses incurred from this project would be paid in the financial year 2017-18.)

IV. Any Other Business

(1) Procurement Matters of Sai Kung Community Involvement Projects

24. A member indicated that the contractor for the design and production of *Statistical Leaflet on Accident Trends in Sai Kung* was selected at the meeting of the Working Group on Healthy and Safe City Activities in November 2016. The Secretariat had, in this regard, received several

quotations before the meeting. All the quotations received met the requirements set out in the Invitation to Quotation of the Secretariat and were within the budget of the Working Group. Members of the Working Group indicated that the samples provided by suppliers varied considerably in their design and quality and the quality of samples provided by the lowest-offer supplier was far from satisfactory. Members thus wished to accept the higher-price offer to ensure the quality of the leaflet. The Secretariat, after consulting HAD, indicated however that the Working Group had to accept the lowest conforming offer. A Member then asked whether DC had to accept the lowest conforming offer too when procuring stores or services in the future.

25. Mr KWOK Chung-kai, Assistant District Officer (Sai Kung)¹, stated that officers had to exercise prudence when conducting procurement, especially when it involved funding of DC. It must adhere to the principles of openness, fairness, competitiveness and value-for-money, regardless of the value involved. The Invitation to Quotation should list out all the requirements. Generally speaking, DC had to accept the lowest offer if it met the requirements set out in the tender specifications and was made by a supplier fully capable of fulfilling the contractual obligations.

26. The Secretary supplemented that projects launched by HAD on behalf of district councils or committees of district councils/offices must comply with the procurement-related regulations, notices and departmental guidelines in accordance with the “Guidelines/Procedures on the Use of Sai Kung District Council Funds for Community Involvement Projects” and the “Manual on the Use of District Council Funds” issued by HAD. Officers should generally obtain an adequate number of written quotations depending on the budget amount and accept the lowest conforming offer.

27. Members’ comments were summarised as follows:

- DC could consider using a marking scheme to select contractors. Under certain circumstances when quality of goods or services mattered more, DC could determine whether to conduct separate assessments on the technical and pricing aspects of offers;
- The principles of openness, fairness and competitiveness should be observed in the tender procedure without any transfer of benefits. However, officers should not accept the lowest offer if it failed to meet the requirements of DC.

28. The Chairman concluded that the Secretariat should take into detailed account the comments raised by Members when conducting review in the future and consult Members before making a decision.

V. Date of Next Meeting

29. The Chairman declared that the next meeting of FAC would be held at 9:30 a.m. on 6 April 2017 (Tuesday). The meeting adjourned at 10:11 a.m.

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1項2016/2017年度區議會撥款申請的詳情。

This paper includes the details of 1 funding application 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	3k	花卉展綠化推廣攤位 Green Stalls of HK Flower Show	55/16-17(CA)	西貢區議會房屋及環境衛生委員會 二零一七年香港花卉展覽「綠化推廣攤位」工作小組 Working Group on "Green Stall" at the Hong Kong Flower Show 2017, HEHC, SKDC	西貢區議會房屋及環境衛生委員會 二零一七年香港花卉展覽「綠化推廣攤位」工作小組 Working Group on "Green Stall" at the Hong Kong Flower Show 2017, HEHC, SKDC	\$40,000.00	40,000.00	
							40,000.00	
						40,000.00	40,000.00	

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2017/2018年度區議會撥款申請的詳情。

This paper includes the details of 2 funding applications of Financial Year 2017/2018 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 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 Amount(\$)</u>	<u>獲批撥款總額(元)</u> <u>Total of Approved Amount(\$)</u>	<u>備註</u> <u>Remarks</u>
1	3h	防火運動 Fire Safety	1/17-18(CA)	2017年清明節防止山火宣傳活動 Hill Fire Prevention Publicity Activity for Ching Ming Festival 2017	西貢區防火委員會 Sai Kung District Fire Safety Committee	\$24,300.00	24,300.00	
							24,300.00	
2	5g	社區重點項目計劃啟動 儀式及宣傳 Kick-Off Ceremonies and Related Promotion of Sai Kung Signature Project Scheme Project	1/17-18(P&O)	社區重點項目計劃啟動儀式及相關 宣傳推廣活動 Kick-Off Ceremonies and Related Promotional and Publicity Activities of Sai Kung Signature Project Scheme Project	西貢區議會社區重點項目計 劃委員會 Signature Project Scheme Committee, Sai Kung District Council	\$104,000.00	104,000.00	無此項項目 <u>Non-standard items</u> 3, 5, 6 and 13 會後補註：「社區重點項目計劃啟動儀式及相 關宣傳推廣活動」(原有申請編號：2/17- 18(CA))的其中一項啟動儀式將由原來的2017 年4月，改至2017年3月下旬舉行。此項更改活 動資料的申請已由委員以傳閱形式通過，活動 將以跨年度形式舉行，申請編號改至9/16- 17(P&O)，而計劃的所有開支將於下個財政年 度才支付。 Post-meeting note: One of the kick-off ceremonies under The Kick-off Ceremonies and Related Promotion of Sai Kung Signature Project Scheme Project (Project No.: 2/17-18(CA)) will be held in late March instead of April in 2017. Members endorsed the change of project date by circulation. The project is now a cross-year project and its project number has been revised as 9/16- 17(P&O). All the expenses incurred by this project will be paid in Financial Year 2017/2018.
							104,000.00	
						128,300.00	128,300.00	