(Confirmed minutes)
(Translation)

Sai Kung District Council
Finance and Administration Committee
Minutes of the First Meeting in 2020

Date: 16 January 2020 (Thursday)
Time: 10:25 a.m.
Venue: Conference Room of the Sai Kung District Council

Present	**From**	**To**
Mr LUI Man-kwong (Chairman)	10:25 a.m.	1:15 p.m.
Mr CHENG Chung-man (Vice-Chairman)	10:25 a.m.	1:15 p.m.
Mr CHUNG Kam-lun	10:25 a.m.	1:15 p.m.
Mr CHAU Yin-ming, Francis, BBS, MH	10:25 a.m.	1:15 p.m.
Ms CHAN Ka-lam, Debby	10:25 a.m.	1:15 p.m.
Mr CHAN Wai-lit	10:25 a.m.	1:15 p.m.
Mr CHEUNG Wai-chiu	10:25 a.m.	1:15 p.m.
Mr CHOI Ming-hei	10:25 a.m.	1:15 p.m.
Mr CHUN Hoi-shing	10:25 a.m.	1:15 p.m.
Mr FAN Kwok-wai, Gary	10:25 a.m.	1:15 p.m.
Mr FUNG Kwan-on	10:25 a.m.	1:15 p.m.
Mr HO Wai-hong, Stanley	10:25 a.m.	1:15 p.m.
Mr LAI Ming-chak	10:25 a.m.	1:15 p.m.
Mr LAI Wai-tong	10:25 a.m.	1:15 p.m.
Mr LAM Siu-chung, Frankie	10:25 a.m.	1:15 p.m.
Mr LAU Kai-hong	10:25 a.m.	1:15 p.m.
Mr LEE Ka-yui	10:25 a.m.	1:15 p.m.
Mr LEE Yin-ho, Ryan	10:25 a.m.	1:15 p.m.
Ms LEUNG Hin-yan	10:25 a.m.	1:15 p.m.
Mr LEUNG Li	10:25 a.m.	1:15 p.m.
Ms WONG Cheuk-nga, Valerie	10:25 a.m.	1:15 p.m.
Mr YIP Brandon Kenneth	10:25 a.m.	1:15 p.m.
Mr YU Tsun-ning	10:25 a.m.	1:15 p.m.
Miss AU Ka-chi, Gigi (Secretary)	Executive Officer (District Council)4, Sai Kung District Office	

In Attendance

Mr CHAN Yiu-chor, Andrew	Member, Sai Kung District Council
Mr CHEUNG Chin-pang, Edwin	Member, Sai Kung District Council
Mr CHEUNG Mei-hung, Chris	Member, Sai Kung District Council
Ms FONG Kwok-shan, Christine	Member, Sai Kung District Council
Mr LUK Ping-choi	Member, Sai Kung District Council
Mr OR Yiu-lam, Ricky	Member, Sai Kung District Council
Mr TSE Ching-fung	Member, Sai Kung District Council
Mr CHIU Yin-wa, David, JP	District Officer (Sai Kung), Sai Kung District Office
Mr CHOW Tat-wing, Cyrus	Assistant District Officer (Sai Kung)1, Sai Kung District Office

Miss WONG Ching-hang, Joey	Assistant District Officer (Sai Kung)2, Sai Kung District Office	
Miss LAU Tang, Moira	Senior Executive Officer (District Council), Sai Kung District Office	
Miss MAK Wai-man, Sandy	Senior Liaison Officer (1), Sai Kung District Office	
Ms LAM Yee-mang, Dawn	Senior Liaison Officer (2), Sai Kung District Office	
Mr WU Wai-kwong, Wilson	Senior Liaison Officer (3), Sai Kung District Office	
Mr LIU Chung-him, Michael	Executive Officer I (District Council), Sai Kung District Office	
Mr WONG Siu-kwong	Liaison Officer i/c (Hang Hau), Sai Kung District Office	
Ms TSE Ka-ying, Kimmy	Liaison Officer i/c (Tseung Kwan O) North, Sai Kung District Office	
Ms CHU Ching-han, Heidi	Chief Manager (Festivals and Audience Development), Leisure and Cultural Services Department	
Ms WONG Kit-yi, Pat	Senior Manager (Community Programmes), Leisure and Cultural Services Department	
Miss TAM Yuen-fun, Betty	Senior Manager (NTE) Promotion, Leisure and Cultural Services Department	
Ms KONG Po-yee, Alice	District Leisure Manager (Sai Kung), Leisure and Cultural Services Department	
Ms CHEUNG Nga-yan, Amy	Deputy District Leisure Manager (District Support) Sai Kung, Leisure and Cultural Services Department	
Ms LI Ting, Jacqueline	Senior Librarian (Sai Kung), Leisure and Cultural Services Department	
Ms CHAN Wai-kwan, Carol	Librarian, Leisure and Cultural Services Department	
Ms CHAN Chow-lin	Sai Kung District Sports Association	} For Agenda item IV (A)

Absent with Apologies
Mr WONG Shui-sang

Welcome Remarks

Mr CHUNG Kam-lun, Chairman of the Sai Kung District Council (SKDC), welcomed Members to the 1st meeting of the Finance and Administration Committee (FAC) of SKDC in 2020.

2. Mr CHUNG Kam-lun said Mr WONG Shui-sang was unable to attend the meeting as he had to attend an event organised by Heung Yee Kuk. There being no objection from Members, Mr CHUNG Kam-lun declared that the application for absence from meeting was approved in accordance with Order 51(1) of the Sai Kung District Council Standing Orders (SKDC Standing Orders).

I. Election of the Chairman of FAC under SKDC

3. Mr CHUNG Kam-lun said according to Order 35(1) of SKDC Standing Orders, nominations for the elections of the Chairman and Vice-Chairman should be made and seconded by Members who had joined the committees. The deadline for joining the

committees was 8 January 2020. The Secretariat had subsequently circulated the membership lists of all committees to the full Council by email for endorsement on 9 January 2020, and the endorsed membership lists had been sent to all SKDC Members by email on 15 January 2020.

4. Mr CHUNG Kam-lun invited Members to make nominations for the election of the Chairman of FAC.

5. Mr LEUNG Li nominated Mr LUI Man-kwong as the Chairman of FAC and the nomination was seconded by Mr CHEUNG Wai-chiu.

6. Mr LUI Man-kwong accepted the nomination.

7. There being one nomination and no objection from Members, Mr CHUNG Kam-lun declared that Mr LUI Man-kwong was elected uncontested as the Chairman of FAC.

II. Election of the Vice-Chairman of FAC under SKDC

8. The Chairman (Mr LUI Man-kwong) invited Members to make nominations for the election of the Vice-Chairman of FAC.

9. Mr Ryan LEE nominated Mr CHENG Chung-man as the Vice-Chairman of FAC and the nomination was seconded by Mr Francis CHAU.

10. Mr CHENG Chung-man accepted the nomination.

11. There being one nomination and no objection from Members, the Chairman declared that Mr CHENG Chung-man was elected uncontested as the Vice-Chairman of FAC.

12. Ms Valerie WONG said she had notified the Secretariat earlier that she would like to join FAC.

13. The Chairman said the Secretariat had notified him of the matter earlier. He asked whether Members agreed with the application.

14. Mr LEE Ka-yui said he would also like to join FAC.

15. There being no objection from Members, the Chairman declared that the applications made by Ms Valerie WONG and Mr LEE Ka-yui for joining FAC were endorsed and its membership list would be updated accordingly.

III. Proposed Time-table of Sai Kung District Council and Committee Meetings for 2020
(SKDC(FAC) Paper No. 1/20)

16. The Chairman referred the Members to the paper on the meeting schedule of FAC. There being no objection from Members, the Chairman declared that the meeting time-table was endorsed.

IV. Any Other Business

17. The Chairman reminded that Members should declare interests or update the information before the meeting for the Secretariat to send the 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 the organisations, the attendees should raise it at the meeting for discussion and decision.

18. The Chairman indicated that the information on declaration of interests of all Members was in SKDC(FAC) Paper Nos. 3/20 to 5/20. Members were asked to carefully note the section on declaration of interests in the papers. 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.

19. The Chairman supplemented that 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 (the 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. According to Order 48(12) of SKDC Standing Orders, "The chairman of a committee shall decide whether a member of the committee (other than the chairman of the committee) disclosing an interest in a matter may speak or vote on the matter, may remain in the meeting as an observer, or should withdraw from the meeting." He would only make decision regarding Members' declaration of interest when discussing each funding application.

(A) Financial Position of the District Council Funds as at 6 January 2020 (SKDC(FAC) Paper No. 2/20)

20. The Secretary reported the financial position of the District Council (DC) Funds. As at 6 January 2020, the total approved amount from DC Funds was $26,078,358.28 and the total actual expenditure was $15,862,361.63 in the financial year 2019-20. On the other hand, in accordance with paragraph 17(c) of the Guidelines, an allocation of $1,772,685 had been reserved by SKDC in the previous term for projects to be implemented in the first three months of the current term.

21. The Secretary reported that the project "70th Anniversary of the Founding of the People's Republic of China Annual Party" (Application no.: 103/19-20(CRS)) had been completed. When reviewing the Income and Expenditure Statement, and the receipts, the Secretariat noticed that the organiser had displayed two vertical flying flags at public places, and had subsequently taken the initiative to remove those flags. The organiser would not apply for DC funds to cover the relevant expenses.

22. The Secretary said regarding item 6 "Employment of Contract Staff", SKDC had currently employed seven Executive Assistants and four Project Assistants under contract terms with the provision. SKDC had endorsed in the previous term to extend their contracts to 31 March 2020 so as to maintain normal operation during the change of term of SKDC. It was suggested that the above posts of contract staff be retained in the current term in order to

maintain support to SKDC.

23. There being no objection from Members, the Chairman declared that the above financial position was endorsed and that FAC agreed to retain the various posts of contract staff in the current term.

24. The Secretary continued that the current financial year would end on 31 March 2020, and it was expected that there would be remaining allocation. To fully utilise the DC Funds, the Secretary suggested that Members consider approving over-commitment of projects that had not earmarked sufficient allocation when vetting the funding applications.

(B) Variation of Project Details under the 2019-20 Sai Kung Community Involvement Programme
(SKDC(FAC) Paper No. 3/20)

25. The Secretary reported that during the suspension of SKDC, the Secretariat had received two applications for variation of project details pending Members' approval. The details were set out in SKDC(FAC) Paper No. 3/20. Among the applications, the event "Sai Kung District Youth Taekwondo Invitational Tournament 2019/20" (Application no. 89/19-20(CRS)) was originally scheduled for 17 November 2019; in view of the public order events in recent months, the grantee had submitted an application for changing the event date to 16 February 2020. In accordance with the stipulation in paragraph 72 of the Guidelines, FAC was asked to decide whether discretion would be exercised to approve the postponement of the event beyond four months from the date of the meeting at which the project was approved. Furthermore, for the project to be implemented on 16 February 2020, according to paragraph 16 of the Guidelines, except cross-year projects, lunar new year activities, Flower Show or other activities approved at the discretion of FAC, projects of any funding applications could not be held or completed after 15 February of the following year. Members were asked to decide whether to exercise discretion to approve the application.

26. The Secretary continued that the planned activities under the project "Art Performance for Celebrating the 70th Anniversary of the Founding of the People's Republic of China" (Application no. 38/19-20(CRS)) were cancelled due to large-scale public order events. FAC was asked to decide whether to endorse the reimbursement of expenses incurred by the grantee in the preparation and implementation of the project according to paragraph 86 of the Guidelines.

27. There being no objection from Members, the Chairman declared that discretion was exercised to endorse the application concerning "Sai Kung District Youth Taekwondo Invitational Tournament 2019/20" as well as the reimbursement of expenses incurred in the preparation of the project "Art Performance for Celebrating the 70th Anniversary of the Founding of the People's Republic of China".

(C) Funding applications under the 2019-20 Sai Kung Community Involvement Programme for vetting at the 1st FAC Meeting in 2020
(SKDC(FAC) Paper No. 4/20)

28. The Secretary reported that according to SKDC(FAC) Paper No. 4/20, there were ten funding applications for 2019-20 and the total funding amount recommended for approval was $637,980.10. Members were asked to discuss the funding applications.

29. The Secretary reported that there was one funding application for Sai Kung District Sports Club Association (SKDSA) and the total funding amount recommended for approval was $174,880.10. If the full amount of the funding application was approved, the approved commitment would exceed the funding allocated for SKDSA in the current term of SKDC by $2,880.10. As mentioned earlier, a remaining allocation was expected in this financial year. It was recommended that the full amount of the application be approved. Furthermore, the project was planned to be implemented on 16 February 2020; according to paragraph 16 of the Guidelines, projects of any funding applications normally could not be held or completed after 15 February of the following year. Members were asked to decide whether to exercise discretion to approve the application.

30. No other declaration of interest was made by Members at the meeting.

31. The Chairman said Mr WONG Shui-sang was the Honorary Advisor of SKDSA. However, as he was absent from the meeting, the relevant declaration of interest would not be handled.

32. Mr CHAN Wai-lit enquired about the difference between the items "Honoraria for office-bearers", "Allowance for volunteers" and "Main staff" as well as the number of the relevant personnel.

33. Ms Debby CHAN enquired whether the project should be vetted and approved within a short time, given the project would be held on 16 February 2020. Regarding the vetting and approval of projects at the previous full Council meeting, Members were only given a short time to ask for supplementary information from the applicants as the projects were to be held soon.

34. Mr CHOI Ming-hei enquired about the individual service items under item 3 "Services of referees" as well as the quantity and grouping of "Trophies and medals" under item 9. Furthermore, he pointed out a typo concerning the second item of the points to note in the Chinese version of the funding application form.

(Post-meeting note from the Secretariat: The Secretariat had updated the funding application form accordingly.)

35. The Secretary responded to the enquiries as follows:

- The expenditure item "Main staff" was for the salary of staff handling baggage at the reporting counter. "Honoraria for office-bearers" would be used for employing office-bearers to make co-ordination for the whole event. "Allowance for volunteers" would be used for recruiting volunteers;
- There were still one to two weeks for the Secretariat to handle Members' further enquiries about the project. Having regard to the dates of meetings of FAC, the Secretariat normally reserved sufficient time for Members to make enquiries and vet all funding applications. For applications with the funding amount exceeding $100,000, after the applications were endorsed by FAC, endorsement would be sought from the full Council by email circulation as soon as possible. Therefore, sufficient time was reserved for vetting of applications before implementation of the projects. Regarding the two projects vetted and approved at the previous meeting, as the operation of DCs in the previous term was suspended from October 2019, new year activities for 2020

would have to be vetted by SKDC of the current term. Therefore, only a short time was allowed for vetting the projects, and it was hoped that Members would understand the arrangement;

- The amount under "Services of referees" would be used to employ professional referees who made decisions of the results of all races;
- For the item "Trophies and medals", a champion, a first runner-up, a second runner-up and merit prizes would be awarded for each of the following categories listed in section 3(H) on the application form: Men's Open, Women's Open, Open 5km Run, 2km Family Run, Run for the Visually Impaired, 2km Family Happy Run, etc.; and
- The Secretariat would update the funding application form accordingly.

36. Mr FUNG Kwan-on said he noticed that the estimated expenditure on the item "Services of referees" was $52,000. He asked the Secretariat to follow up on whether the applicant had invited quotation as well as the relevant details, including whether the expenses were solely for the event day and the number of referees required, so as to decide whether the expenditure was reasonable.

37. The Secretary said the Secretariat would follow up the matter with the applicant after the meeting.

38. As the funding amount exceeded $100,000, the funding application had to be submitted for endorsement at the first special meeting of the full Council of SKDC. The Chairman asked Members to consider first endorsing the funding application in principle, and the Secretariat would follow up with the applicant immediately after the meeting of FAC and would report on the matter at the first special meeting of the full Council of SKDC to be held later. If the applicant could not provide supplementary information in a timely manner, Members' endorsement would be sought by email circulation.

39. Ms Debby CHAN said she supported healthy activities for families but hoped to learn more about the details of the event, such as how the estimated number of participants was calculated, whether the applicant would be responsible for the expenses after deducting the income from the project and how the income was estimated.

40. The Secretary responded to the enquiries as follows:

- Regarding the expenditure on the item "Services of referees", the referees employed would also conduct site visits to evaluate whether the venue and the relevant arrangements were appropriate for the race to proceed smoothly. The expenditure was not solely for the event day;
- The applicant estimated the number of participants in the current year based on that of the same event organised in the previous year, i.e. 4 658 people; and
- As stipulated in the Guidelines, irrespective of whether non-governmental organisations (NGOs) had so declared in the project proposals, they should utilise all income in the first instance before DC funds were used to meet project expenses.

41. Mr Brandon YIP opined that descriptions of hiring services and administrative overheads of individual items were rather vague. The two categories of expenditure items accounted for a relatively large proportion of the overall expenditure. He suggested requesting the applicants to include the details of the relevant services and administrative overheads in future.

42. Mr LAU Kai-hong opined that details of expenditure items and unit prices were already listed in the budget. Manpower expenditure might increase if the applicant was to provide detailed information of quotation for all items, resulting in an increase in the overall expenditure. He understood Members' consideration concerning the expenditure items in the funding application and agreed that the allocation should be properly used, but a balance should also be achieved.

43. Mr FUNG Kwan-on asked the Secretariat to request the applicant to provide quotation documents for the item "Services of referees" for Members' understanding of the details of the services. He also hoped to learn more about the purpose of item 6 "Rental of timing chips" and how the estimates were arrived at. He further enquired whether the "Bibs for athletes" under item 7 would be reused.

44. The Secretary said the Secretariat would ask the applicant to provide quotation documents for the item "Services of referees". However, Members were asked to note that the applicant might not invite quotation for the item as it was a common practice for organisations to invite quotation and conduct procurement only after the funding applications were approved by SKDC. The Secretariat would follow up on the other enquiries concerning the project after the meeting.

45. Mr Brandon YIP enquired about the reasons for local organisations to invite quotation and conduct procurement only after the funding applications were approved by SKDC. He added that he was only concerned about the transparency of individual expenditure items instead of the breakdown figures of every item.

46. Ms LEUNG Hin-yan said item 3 "Service of referees", item 13 "Honoraria for office-bearers", item 14 "Central administrative overheads", item 15 "Allowance for volunteers" and item 24 "Main staff" involved the recruitment of different staff members to make co-ordination for the event. She enquired about the differences among the above items.

47. Mr LUK Ping-choi said the event was a district-wide activity, and the applicant was required to provide detailed information including receipts and quotation documents for Members' perusal later. He believed that Members' concerns could be addressed with the information to be provided.

48. The Chairman asked the Secretariat to follow up on the enquiries and circulate the information via email for Members' reference.

49. Mr Frankie LAM enquired whether there was sufficient time for the Secretariat to circulate supplementary information via email for Members' reference as the project would be implemented soon.

50. The Secretary responded that the event would be held on 16 February and there was about a week for the Secretariat to handle the matters.

51. Ms Debby CHAN enquired whether the Secretariat could inform Members of the procedures of and time allowed for the circulation of information at the meeting. She added that regarding the projects vetted at the previous full Council meeting, Members did not object to those projects in principle, but they required sufficient time to make enquiries with the applicants and learn more about the details.

52. Ms LEUNG Hin-yan agreed with the views expressed by Ms Debby CHAN. Regarding the vetting of the project "2019-20 Sai Kung District Arts and Cultural Festival − Arts and Cultural Heritage in Sai Kung, Sai Kung Chiu Chow Cultural Festival" at the previous full Council meeting, it had taken one week for the applicant to provide supplementary information, but Members had only been given one day to vet the application by circulation of papers. She therefore would like to learn about the time allowed for vetting by circulation of papers at the meeting. She supplemented that Members raised questions about the funding applications with a view to increasing the transparency of SKDC.

53. The Chairman said endorsement of the funding application would be sought by email circulation. Regarding the arrangement for Members to make enquiries on the funding applications in future, he inclined to designate a session for enquiries before the meeting for Members to raise questions on the funding applications and for the applicants to make replies.

54. Mr David CHIU, District Officer (Sai Kung), explained that two urgent funding applications had been handled at the previous meeting as the projects would be implemented soon. According to the Guidelines, except cross-year projects, SKDC of the previous term could not approve projects to be implemented in the new term. The relevant situation usually only happened during the change of term of SKDC. In response to Members' request, the Secretariat had contacted the relevant applicants immediately after the meeting to ask for the supplementary information requested. Endorsement of the projects was sought as soon as possible by email circulation within a short time. Nonetheless, more time would be allowed for Members to handle the funding applications and made enquiries at the meetings in future, and similar situation would not frequently occur. On the other hand, the amounts listed in the funding application form were the estimated expenditure instead of actual expenditure. For events to be held regularly, the applicants usually prepared the estimated number of participants and the budget based on past experience. Regarding the availability of quotation documents, some local organisations had limited resources and relied on SKDC funds for organising activities; therefore, they might not commence administrative work including invitation of quotation before the funding applications were approved. In fact, prior to funding approval, applicants could not commence preparation of projects that incurred expenditure. Any expenditure incurred prior to funding approval would have to be covered at their own cost. Nevertheless, Members were welcome to express views on SKDC's vetting and approval of funding applications in the new term for making improvement to the procedures. Generally speaking, an amount of not more than 10% of the approved project fund may be used to cover the applicant's overheads. Members could discuss the suggestion that the applicant should provide a breakdown of the overheads and other expenses, but consideration should be given to its feasibility. For instance, Members should consider whether the applicants were able to list all expenditure items and provide information on quotation in detail upon submission of funding applications. He opined that a balance should be struck.

55. The Chairman said the Secretariat had contacted the applicant SKDSA, and its representative would attend the meeting later to respond to Members' enquiries. It was suggested that other funding applications be handled first.

56. Ms Debby CHAN suggested that the Secretariat provide the project's Income and Expenditure Statement and Final Report of Project in the previous financial year for Members' reference.

57. The Chairman said the Secretariat had provided the project's Income and Expenditure Statement and Final Report of Project in the previous financial year. The papers were available at the entrance of the Conference Room.

58. The Secretary reported that there was one funding application for Journeys, Carnivals and Office Opening Ceremonies of Residents' Organisations and the total funding amount recommended for approval was $15,940.

59. No other declaration of interest was made by Members at the meeting.

60. There being no objection from Members, the Chairman declared that the funding application in the above paper was endorsed.

61. The Secretary reported that there was one funding application for Civic Education and the total funding amount recommended for approval was $50,000.

62. No other declaration of interest was made by Members at the meeting.

63. There being no objection from Members, the Chairman declared that the funding application in the above paper was endorsed.

64. The Secretary reported that there was one funding application for Promotion of Economy in District and the total funding amount recommended for approval was $43,800. The project was expected to be completed in March 2022 and was considered as a cross-year project. If the full amount of the funding application was approved, the approved commitment would exceed the funding allocated for "Promotion of Economy in District" in the current term of SKDC by $21,900. The ceiling for the project would be $21,900 in order not to exceed the allocated funding amount. As a remaining allocation was expected as mentioned earlier, Members were asked to consider whether the full amount of the application would be approved.

65. No other declaration of interest was made by Members at the meeting.

66. Ms LEUNG Hin-yan said website maintenance for a period of two years was included in the estimated expenditure listed in the funding application form. However, the scripting used for the website had not been updated, resulting in slow speed and outdated layout of the website. She suggested that SKDC improve the situation after the funding application was approved.

67. Mr LAI Wai-tong said he noticed that a mobile version was not available for the "Travel in Sai Kung" website and enquired whether the provision of a mobile version would be included under the item "web-hosting and maintenance". If it was not the case, he suggested requesting the contractor to provide a mobile version for the website under the current budget.

68. Mr LEUNG Li enquired whether the contractor could provide the annual hit rate figures of the website in the past years and whether the number of participants stated in the funding application form was the expected hit rates for the coming two years. He hoped to make better use of the "Travel in Sai Kung" website for promoting the attractions in Sai Kung.

69. The Chairman responded that the website maintenance fee for a period of two years

was included in the budget. He opined that Members could consider renewing the contract of website maintenance with the current contractor for one year only, and a tender exercise could be conducted in the following year for improving the website. However, the website maintenance fee for one year was higher than a half of the fee for two years.

70. Mr CHUNG Kam-lun suggested approving the funding application for the current financial year. Improvement to the layout and content of the website could be done in the following financial year.

71. Ms Valerie WONG opined that the current server capacity was on the low side and suggested renewing the contract of website maintenance for three months only.

72. Mr LAI Ming-chak suggested renewing the contract of website maintenance for a year and conduct a tender exercise for improving the website afterwards.

73. Mr Edwin CHEUNG said the funding application was for the service of website maintenance, i.e. maintaining normal operation of the current website. Improvement to the website's design fell under another category and a separate funding application should be made. He opined that the service quality of the existing contractor should be considered when vetting the funding application. If situations such as temporary suspension and other problems of loading the website had occurred, Members could consider requesting the contractor to reduce service charges. Furthermore, regarding the arrangement mentioned earlier, namely that supplementary information about individual funding applications would be sent to Members by email, he enquired whether the information would also be sent to SKDC Members in attendance.

74. Mr LAI Wai-tong said improvement to the layout and content of the website might not be able to be completed within a year. He suggested endorsing the current funding application with a 2-year website maintenance service, and Members could discuss the future layout and content of the website afterwards.

75. Mr CHUNG Kam-lun suggested approving the full amount of the application and discussing the improvement to the website's design and content afterwards.

76. The Chairman said Members had made two suggestions, namely (1) to approve the 2-year website maintenance service and (2) to approve the website maintenance service for one year and discuss the website's design and content in the following financial year.

77. Mr Chris CHEUNG enquired the name of the contractor.

78. The Secretary responded that the current contractor was "Creasant Digital Limited".

79. Mr Ryan LEE said most of the hyperlinks on the "Travel in Sai Kung" website were not working. He enquired about the last updated date of the website.

80. Mr LEE Ka-yui noticed that the website's copyright date was 2001. He therefore enquired about the last updated date of the website.

81. Mr Andrew CHAN said to his professional knowledge of information technology, the funding application was for the purpose of maintaining the operation of the website and was

not related to the design of website content. He considered the expenditure stated in the funding application reasonable and agreed with the suggestion of approving website maintenance service for a year and discussing improvement to website maintenance with the contractor afterwards.

82. Ms Valerie WONG noticed that the webpage "Research report" could not be reached with the hyperlink under "Publications". She said the hyperlink should be updated.

83. The Chairman said the content of the "Travel in Sai Kung" website was discussed at the meeting of the Working Group on Tourism and Economic Development under SKDC in the previous term. He suggested referring the matter to the relevant Working Group in the current term for follow-up work in respect of improvement to the content and design of the "Travel in Sai Kung" website. He reminded Members that the domain name and maintenance of the "Travel in Sai Kung" website would expire on 25 March 2020 if the funding application was not approved.

84. Ms Debby CHAN enquired whether the "Travel in Sai Kung" website would be shut down if the funding application was not approved. She also enquired whether the funding application was only for retaining the domain name and that a separate funding application had to be submitted for improving the website's design and content.

85. The Secretary responded that the current contractor could make amendments to the website content.

86. The Chairman supplemented that substantial amendments to the content and layout of the website could not be made under the current charges.

87. Mr LAI Ming-chak agreed that the funding application be approved, and that the relevant Working Group could follow up the update of hyperlinks and improvement to the website design. As time was required for discussing the website design, the 2-year period of maintenance service under the funding application allowed sufficient time for discussion at meetings of the relevant Working Group.

88. Ms LEUNG Hin-yan said she agreed with Mr LAI Ming-chak's views in principle, but also hoped that the contractor would follow up the issue of failed hyperlinks and provide hit rates and traffic figures in the meantime.

89. The Chairman enquired Mr Andrew CHAN about the market price for designing a new website.

90. Mr Andrew CHAN said it costed between several thousand dollars to hundreds of thousand dollars, and the production period varied from a few months to three years.

91. The Chairman invited Members to decide whether the funding application would be approved, only the amount for one year would be approved or the full funding amount would be approved. He reminded SKDC Members in attendance that only Members of FAC could vote.

92. Mr Francis CHAU said Members should vote and make a decision on the original funding application i.e. whether to approve the full amount for the 2-year website maintenance

service.

93. The Chairman invited Members to vote and decide whether to approve the full amount for the 2-year website maintenance service by a show of hands.

94. The Chairman said as 12 Members agreed to approve the full amount of the funding application, which was more than half of the Members of FAC present at the meeting, the Chairman declared that the full funding amount was approved.

95. Ms Valerie WONG hoped that her support for approval of the funding allocation for a 1-year website maintenance service would be recorded.

96. Mr Frankie LAM opined that apart from inviting Members to vote and decide whether to approve the full funding amount, the Chairman should also ask if there were Members who objected to the funding application.

97. Mr David CHIU, District Officer (Sai Kung) said as the funding application had been approved by more than half of the Members, voting on another proposal was not required. The Chairman had invited Members to vote by a show of hands in the form of a secret ballot. However, Members who had expressed objection to the funding application would be recorded in the minutes.

98. Ms Valerie WONG, Messrs Ryan LEE, YU Tsun-ning, CHOI Ming-hei, LEE Ka-yui and Brandon YIP objected to the funding application.

99. The Chairman declared that the funding application in the above paper was endorsed.

100. The Chairman said Ms CHAN Chow-lin of SKDSA had arrived and the funding application of SKDSA would be handled first.

101. The Chairman asked Ms CHAN Chow-lin to respond to the enquiries about the items "Honoraria for office-bearers", "Central administrative overheads", "Rental of timing chips", "Service of referees" and "Bibs for athletes".

102. Ms CHAN Chow-lin of SKDSA responded to Members' enquiries as follows:

- The bibs would not be reused as they were printed with the bib number of athletes and the event name. Staff would also leave a mark on the bibs of athletes to indicate that they had collected the souvenirs. As the bibs would be soaked with sweat after use, athletes could keep them as souvenirs;
- Regarding the referees, the expenditure on the item was about the same as that of last year, and around 80 to 100 referees were required for each event. Furthermore, referees would be required to conduct a number of site visits before the event to ensure safety concerning the race route and give advice on route alteration and different arrangements having regard to circumstances. The referees would not only be responsible for making decisions for all long-distance races on the event day; a number of referees would also be required to station at each of the four bends (including the starting point) to observe the race. There would also be helpers and referees stationing along the race route to ensure the safety of participants and maintain order of pedestrians and participants;
- The bib of each participant was equipped with a timing chip, and their race time would

be measured by computer. The timing chips would be produced according to the actual number of participants, and only a few timing chips would be reserved as back-ups. It was expected that only a few timing chips would be left unused after the event;

- An office-bearer would be engaged for co-ordination and planning of all related matters, including administration, clerical work, promotion, enrolment, funding application as well as liaison with relevant departments, staff, groups, referees, contractors and planning for the entire race route;
- Allowance would be given to volunteers helping on the event day, including helpers responsible for distributing souvenirs, water and food to athletes as well as those helping on stage during the prize presentation ceremony; and
- The "main staff" were responsible for duties at the reporting counter and the baggage storage area, including looking after the baggage of participants.

103. Mr Brandon YIP enquired about the purpose of item 37 "Materials for Dress-up Run".

104. Ms CHAN Chow-lin of SKDSA responded that the Dress-up Run was especially introduced for the year to boost the festive atmosphere of the event, following such feature of the Standard Chartered Hong Kong Marathon. The 50 sets of materials were props for the activity.

105. Mr Frankie LAM enquired about the number of timing chips required having regard to the number of participants in past events, and whether the maximum number of participants would be reduced if the approved amount for the item was lower than the applied amount.

106. Ms CHAN Chow-lin of SKDSA responded that the number of timing chips would not be adjusted in view of the approved funding amount. Instead, the chips would be produced having regard to the actual number of participants.

107. Mr LAU Kai-hong said the organiser had not applied for DC funds for the expenditure on item 37 "Materials for Dress-up Run".

108. Mr CHOI Ming-hei noticed that the estimated expenditure on item 9 "Trophies and medals" was $16,200 while the amount applied for the item was $10,000. He hoped that detailed information of the item would be provided.

109. Ms CHAN Chow-lin of SKDSA responded that there were different races in the entire event, including Open (ten groups in total), Family Run, School Teams and Dress-up Run, etc. Top ten winners in the individual races and three winning teams in the team races would be awarded. A funding amount of $10,000 was sought for the production of trophies and medals.

110. Mr LEE Ka-yui enquired whether the organiser had applied to the Police for a "letter of no objection" and asked how the organiser would handle the entry fees if the Police refused to issue such letter.

111. Ms CHAN Chow-lin of SKDSA responded that the organiser had applied for a "letter of no objection" for the long-distance running event each year, and the Police had issued the "letters of no objection" for the past six years. The organiser was waiting for the Police's reply. In case the Police refused to issue such letter for the event, the organising committee would discuss the arrangements accordingly.

112. There being no objection from Members, the Chairman declared that the project was recommended, and discretion was exercised for the endorsement of the event to be held after 15 February 2020. As the funding amount exceeded $100,000, the funding application would be submitted for endorsement at the special meeting of SKDC full Council in accordance with the Guidelines.

113. The Secretary reported that there was one funding application for Green Stalls of HK Flower Show and the total funding amount recommended for approval was $60,000.

114. No other declaration of interest was made by Members at the meeting.

115. There being no objection from Members, the Chairman declared that the funding application in the above paper was endorsed.

116. The Secretary reported that there was one funding application for Award of Certificate of Appreciation and the total funding amount recommended for approval was $85,850.

117. No other declaration of interest was made by Members at the meeting.

118. There being no objection from Members, the Chairman declared that the funding application in the above paper was endorsed.

119. The Secretary reported that there were two funding applications for LCSD projects, and the total funding amount recommended for approval was $153,510. At the meeting on 18 September 2019 in the previous term, the District Facilities Management Committee (DFMC) had endorsed by circulation of papers that current-term Members would be recommended to join the "Standard Chartered Hong Kong Marathon 2020 - District Councils Challenge Cup" (the funding amount recommended for approval was $3,510). At the meeting on 9 July 2019 in the previous term, DFMC had discussed and endorsed recommending the project "Sponsorship by Sai Kung District Council for The Traditional Lantern of the Leisure and Cultural Services Department '2020 Lunar New Year Lantern Carnival'" to the current-term SKDC (the funding amount recommended for approval was $150,000). LCSD organised Lunar New Year Lantern Carnivals in the urban area, New Territories West and New Territories East annually. Each Lantern Carnival in the three districts was held at a single location in the districts. New Territories East Lunar New Year Lantern Carnival 2018 was held in Tseung Kwan O, while the Lantern Carnival for 2020 was planned to be held in Sai Kung Town.

120. The Secretary continued that if the full amount of the funding applications was approved, the approved commitment would exceed the funding allocated for "LCSD Projects" in the current term of SKDC by $3,510. As a remaining allocation was expected as mentioned earlier, it was recommended that the full amount of the funding applications be approved.

121. No other declaration of interest was made by Members at the meeting.

122. Ms LEUNG Hin-yan said the format of the paper for the Lunar New Year Lantern Carnivals was different from that of the application form commonly used. It was hoped that more information could be provided. Furthermore, in view of the recent social atmosphere, a number of events had been cancelled or suspended. Residents had also reflected that the lanterns displayed in the past were not stylish and did not meet their expectations. She hoped that information of the lanterns' design could be provided for Members' consideration of the

funding application.

123. Ms Heidi CHU, Chief Manager (Festivals and Audience Development) of LCSD responded that the department organised Mid-Autumn Lantern Carnivals and Lunar New Year Lantern Carnivals annually. Residents were welcome to appreciate lanterns with a blending of traditional and modern elements and enjoy stage performances. Regarding lantern display, SKDC had sponsored the display of a traditional revolving lantern at the venue in Tseung Kwan O in 2018. LCSD would conduct a tender exercise to engage a contractor responsible for the design, production, installation and removal of the lanterns. LCSD would include a sign with the phrase "Sponsored by the District Council" on the relevant lanterns. Indeed, some performances had to be cancelled in view of the recent social situation, but the department opined that lantern displays were well received by the public having regard to the reception of the Mid-Autumn Lantern Carnival held at the Victoria Park.

124. Mr LAI Ming-chak hoped that the principle of political neutrality would be adopted when designing the lanterns. The design should focus on traditional crafts and silhouette cutting without any political implication. He hoped that LCSD would send the design of the lanterns to Members by email.

125. Ms Debby CHAN enquired if there was sufficient time for planning and preparation for the project to be implemented in February. On the other hand, she would like to learn about the details of the event "Youth Night" as introduced in the proposal and whether the expenditure of the event would be paid with the funding granted.

126. Mr Chris CHEUNG enquired how the venue for the lantern display was decided and hoped to clarify whether lantern displays would be held in Sai Kung Town Centre and Tseung Kwan O in alternate years.

127. Ms Heidi CHU of LCSD responded that LCSD organised Mid-Autumn Lantern Carnivals and Lunar New Year Lantern Carnivals at its own cost annually for the public's enjoyment. Lanterns were designed with the main theme of traditional culture and characteristics of that festival. Furthermore, LCSD was responsible for the expenditure of the entire project, including the Lantern Carnival to be held on 9 February. To promote and encourage youngsters to participate in performing arts, a "Youth Night" would be organised at the night prior to the Lantern Carnival. Featuring local performing groups and acts including Hong Kong String Orchestra, erhu x double bass crossover performance and a cappella performance, the "Youth Night" served as a platform for emerging young artists to showcase their talents. For the venue of the lantern display, as Sai Kung district consisted of Sai Kung and Tseung Kwan O, LCSD arranged for the lantern display to be held in Sai Kung and Tseung Kwan O in alternate years. As LCSD had organised the lantern display at Hong Kong Velodrome Park in 2018, it was decided that the lantern display for 2020 would be held at Wai Man Road Playground and Sai Kung Waterfront Park in Sai Kung Town Centre. Furthermore, as the production of lanterns took time, LCSD had immediately commenced procurement and conducted tender exercise after seeking initial support from the last-term SKDC in July 2019. The tender exercise had been completed and the contractor was producing the lanterns. The relevant design plans would be circulated after the meeting for Members' reference.

128. Mr Gary FAN said according to past practice, one lantern display was held in Tseung Kwan O and Sai Kung respectively. He would like to know whether LCSD could follow the practice with the existing resources.

129. Ms Heidi CHU of LCSD explained that a lantern display was held in either Tseung Kwan O or Sai Kung in alternate years instead of being held in the two areas in the same year. The expenditure on items such as the production of lanterns, security and cleaning was high. Apart from the New Territories East Lantern Carnival, LCSD also organised the three-day New Territories West Lantern Carnival and Urban Lantern Carnival. Therefore, the department was unable to organise lantern displays in Tseung Kwan O and Sai Kung simultaneously. Members were welcome to make recommendations on the venue for organising lantern displays in future.

130. There being no objection from Members, the Chairman declared that the full amount of the funding application for the project "2020 Lunar New Year Lantern Carnival" would be recommended. As the funding amount exceeded $100,000, the funding application would be submitted for endorsement at the special meeting of SKDC full Council in accordance with the Guidelines.

131. The Chairman said the enrolment for "Standard Chartered Hong Kong Marathon 2020 - District Councils Challenge Cup" was about to close. The team representing the district should include at least one DC Member. The Chairman invited Members to decide whether to endorse the funding application and enquired whether they were interested in joining the race.

132. Mr CHUNG Kam-lun said he endorsed the funding application but opined that public funds should not be used to subsidise Members' entry fees and expenses on meals.

133. The Chairman asked Members to note that entry fees, meal allowance and miscellaneous expenses were included in the funding application. Following Mr CHUNG Kam-lun's views, if there were Members joining the race, the allocation for entry fees and meal allowance would be reduced proportionately, and that for miscellaneous expenses would remain unchanged. If there were ten Members joining the race, the funding application would not be approved. If five Members wished to join the race, the allocation would be reduced proportionately, following the arrangement that entry fees and meal allowance of the five Members would not be covered. The remaining allocation would be used to subsidise local personnel as representatives of Sai Kung district to join the race.

134. Mr Chris CHEUNG said he agreed with the relevant arrangement and suggested that the Chairman of SKDC sponsor all expenses for the event.

135. The Chairman declared that the funding application was endorsed under the condition that the allocation would cover the entry fees and meal allowance of local personnel joining the race as well as the miscellaneous expenses of the entire event.

136. Mr Francis CHAU said there should be at least one Member joining the race. SKDC's approval should be sought for Members' acceptance of sponsorship. He hoped to put on the record that SKDC's approval had been obtained for the relevant sponsorship. He also encouraged Members to join the race.

137. Mr CHUNG Kam-lun said he learnt that only a few DCs would approve the use of public funds to subsidise Members to join the race. For the practice of most DCs, the Chairman would subsidise Members to join the race. He endorsed the funding application

under the condition that Members' entry fees and meal allowance would not be covered.

138. The Chairman asked Members to indicate their interest in joining the race by a show of hands.

139. Mr YU Tsun-ning, Ms Debby Chan, Messrs CHUN Hoi-shing, Gary FAN, CHEUNG Wai-chiu, Ms LEUNG Hin-yan, Messrs CHAN Wai-lit and Brandon YIP indicated their interest in joining the race.

140. The Chairman thanked the above eight Members for representing Sai Kung district to join the race. As there were Members who were not present at the meeting, he asked the Secretariat to follow up with those Members and to lower the funding amount proportionately according to the number of Members joining the race. If ten Members enrolled for the race eventually, the miscellaneous expenses would also be sponsored by the Chairman of SKDC.

(Post-meeting note from the Secretariat: Mr Frankie LAM and Mr LAI Wai-tong expressed interest in joining the race after the meeting, making a total of ten Members enrolling for the race. The funding application was therefore withdrawn.)

141. The Secretary reported that there were two funding applications for Others under Publicity and Miscellaneous and the total funding amount recommended for approval was $54,000. If the full amount of the funding applications was approved, the approved commitment would exceed the funding allocated for "Others under Publicity and Miscellaneous" in the current term of SKDC by $23,800. As a remaining allocation was expected as mentioned earlier, it was recommended that the full amount of the applications be approved.

142. No other declaration of interest was made by Members at the meeting.

143. There being no objection from Members, the Chairman declared that the funding applications in the above paper were endorsed.

144. After discussion, the total approved amount was $637,980.10. For details, please refer to **Annex 1**.

(D) Funding applications under the 2020-21 Sai Kung Community Involvement Programme for vetting at the 1st FAC Meeting in 2020 (SKDC(FAC) Paper No. 5/20)

145. The Chairman referred Members to the paper.

146. The Secretary reported that according to SKDC(FAC) Paper No. 5/20, there were four funding applications for 2020-21 and the total funding amount recommended for approval was $8,993,507. The Home Affairs Department (HAD) normally announced the funding allocated to DCs for the next financial year in March every year. FAC therefore would discuss the proposed allocation for the financial year 2020-21 at the next meeting, and the projects that had obtained prior approval would then be confirmed. Members were asked to discuss the funding applications.

147. The Secretary reported that there was one funding application for Fire Safety and the total funding amount recommended for approval was $35,000.

148. No other declaration of interest was made by Members at the meeting.

149. Ms LEUNG Hin-yan hoped that the organiser would reduce the production of souvenirs and promotional materials as far as practicable for protecting the environment. She also would like to learn about the confirmed items to be given out as souvenirs.

150. Mr LAI Wai-tong hoped that the organiser would produce souvenirs with the themes of fire prevention and fire escape, such as to introduce the three useful items for fire escape as suggested by the Hong Kong Fire Services Department.

151. Ms Debby CHAN enquired about the locations where the promotion campaign would be conducted. She opined that the pedestrian flow in rural areas and Junk Bay Chinese Permanent Cemetery was different. She would like to know whether different means of promotion would be adopted at different locations, and whether staff would be arranged to promote fire prevention in villages.

152. Mr WONG Siu-kwong, Liaison Officer i/c (Hang Hau), SKDO, responded as follows:

- The souvenirs included towels, fans and document holders, which would be given to grave sweepers and countryside goers in gift packs; and
- The Sai Kung District Fire Safety Committee had decided to carry out promotional activities at locations with relatively high pedestrian flow in Sai Kung New Public Pier and Junk Bay Chinese Permanent Cemetery.

153. Ms LEUNG Hin-yan reminded the organiser that it might be inconvenient for grave sweepers and countryside goers to receive large gift packs. Waste might also be generated from indiscriminate disposal of packaging of the gift packs. She hoped that the organiser would give out souvenirs that were practical and environment-friendly.

154. Mr LAU Kai-hong said he was once a member of the Sai Kung District Fire Safety Committee. The souvenirs were designed for promoting fire prevention. For instance, fans printed with the assistance hotlines and information about fire prevention would be given out. The towels distributed also met the needs of grave sweepers and countryside goers. Apart from Sai Kung New Public Pier and Junk Bay Chinese Permanent Cemetery, promotional activities would also be conducted at burial ground sites in rural areas, including Kei Pik Shan and the burial ground at Mang Kung Uk. Posters and promotional leaflets would be distributed to disseminate hill fire prevention messages to villagers.

155. There being no objection from Members, the Chairman declared that the funding application in the above paper was endorsed.

156. The Secretary reported that there were two funding applications for LCSD projects, and the total funding amount recommended for approval was $8,888,507. The two funding applications for the projects "Programme Plan of Extension Activities of Public Libraries in Sai Kung District for 2020-21 by the Leisure and Cultural Services Department" (the funding amount recommended for approval was $266,871) and "2020-21 Recreation and Sports Programmes of Sai Kung District organised by The Leisure and Cultural Services Department"

(the funding amount recommended for approval was $8,621,636), had been discussed at the meeting of the District Works Working Group on 13 August 2019 in the previous term. DFMC had endorsed at its meeting on 10 September 2019 in the previous term to recommend the two projects to the current-term SKDC.

157. Mr Edwin CHEUNG said regarding LCSD's programmes in 2021, the long-distance running programme placed particular emphasis on the four training courses. He strongly suggested organising long-distance and cross-country races such as a road running race and a cross country running race. At present, the New Year Run organised by SKDSA was the only long-distance running race in the district. The New Year Run attracted a number of participants every year, but the entry fee was over a hundred dollars per participant. Low-income families hoped that LCSD could organise activities of the same nature.

158. Mr Gary FAN endorsed the funding application in principle. He enquired whether the "Programmes for the elderly" under item "6 Others" and the item "Healthy Elderly Scheme" would overlap. Furthermore, he hoped that LCSD would organise programmes according to the number of participants. He understood that there was a growing demand for recreational activities for the elderly, but still hoped that more recreational programmes would be organised for youth at risk, low-income earners, persons with disabilities and chronic patients. As the programmes "Multi-gym Fitness", "Briefing on Proper Ways to Use Fitness Equipment" and "Fitness Room Monthly Ticket Scheme" under the item "2 Dance and fitness" were quite popular, he enquired whether LCSD could deploy additional resources to organise those programmes. He pointed out that the expected number of participants of the "Fitness Room Monthly Ticket Scheme" was more than 30 000; he hoped to learn about how the estimated number was arrived at. Furthermore, he opined that the two activities in the item "Carnivals/Sports Carnivals" were of different nature and hoped that the category would be split into separate items in future, with detailed information of each item included in the proposal.

159. Mr LAI Wai-tong said regarding the "Briefing on Proper Ways to Use Fitness Equipment" under the item "2 Dance and fitness", he hoped that LCSD would deploy additional resources for organising the programme as a number of residents had reflected that the briefings were often full.

160. Ms LEUNG Hin-yan endorsed the funding application in principle. She hoped that more information on the number of participants would be provided in the proposal in future, such as the respective beneficiaries and estimated number of participants in Sai Kung rural areas and Tseung Kwan O. Furthermore, she pointed out that the recreational and sports facilities in Sai Kung rural areas were insufficient, whereas Sai Kung Town Centre were only provided with facilities such as squash courts, a swimming pool and a town hall. It was believed that residents of Sai Kung could not be benefited from the programmes on the list. She urged LCSD to consider measures to facilitate participation of residents in rural areas.

161. Ms Debby CHAN said as non-Sai Kung residents could also reserve recreation facilities in Sai Kung, the beneficiaries stated in the proposal might not mainly be residents in Sai Kung district. Moreover, as there was no badminton court in Sai Kung Town Centre, she hoped to learn about how LCSD allocated resources for different areas and evaluated the actual needs of residents. Furthermore, she hoped to understand the reasons for the great difference in the numbers of participants of different training courses and recreation programmes. She also enquired whether LCSD had liaised with local sports groups on ways to offer assistance for

promoting individual activities and whether such arrangements were covered by the expenses stated in the proposal.

162. Mr Stanley HO opined that there was room for LCSD to fine-tune the allocation of resources for recreation programmes for the elderly, low-income earners and persons with disabilities. He also enquired how LCSD estimated the number of participants stated in the proposal.

163. Ms Alice KONG, District Leisure Manager (Sai Kung), LCSD, responded to Members' enquiries as follows:

- LCSD normally carried out planning for the recreation and sports programmes for the coming year having regard to resources in the district and the actual demand. In view of the rapid development of long-distance running in Hong Kong in recent years, the department had been organising long-distance running training courses in various districts since a few years ago so that members of the public could learn to participate in long-distance running safely. Local organisations and sports associations often organised long-distance running competitions in the district, and the expenses for organising such events were relatively high. The department had to consider carefully to avoid overlapping of resources;
- LCSD had designated funding for organising programmes for the elderly, persons with disabilities and low-income earners. It was stipulated in the internal guidelines that programmes organised for the elderly and persons with disabilities should cater for a certain percentage of the population in the district. The types of programmes to be organised would be adjusted according to the needs of the community. Regarding programmes for the elderly, LCSD organised swimming courses and Baduanjin programmes to meet the needs of the elderly. Various programmes would also be organised according to the needs of persons with different types of disabilities, such as arranging coaches to teach fitness classes at support centres for persons with disabilities. LCSD and the Social Welfare Department also organised suitable recreation and sports programmes for low-income earners and youth at risk. Furthermore, programmes introduced in the proposal did not overlap each other and most of the programmes were suitable for all members of the public. Special programmes for designated groups such as persons with disabilities, low-income earners and the elderly were listed under item "6 Others" in the proposal. Regarding the "Fitness Room Monthly Ticket Scheme", LCSD arranged professional coaches to give instructions to members of the public every day from Monday to Friday; the 2-hour training sessions often attracted a number of participants. LCSD understood the great demand for the "Briefing on Proper Ways to Use Fitness Equipment". However, apart from users under the "Fitness Room Monthly Ticket Scheme", individual residents would also use the fitness rooms. LCSD had to balance the needs of different users and make arrangements accordingly; and
- Apart from some competitions with enrolment priority given to local residents, it was not stipulated that only Sai Kung residents could enrol for LCSD's recreation and sports programmes in the district, so that the public could join the programmes at nearby venues after school or work. Under the "Five-Year Plan for Sports and Recreation Facilities", LCSD planned to provide a sports centre in Sai Kung Town Centre and was conducting a feasibility study for the project. SKDC would be consulted in due course.

164. Ms LEUNG Hin-yan would like to follow up the statistics on usage of recreation facilities by rural residents.

165. Ms Alice KONG of LCSD supplemented that as it was not stipulated that members of the public could only enroll for programmes organised in their own district, the department did not have the relevant statistics.

166. Mr CHOI Ming-hei enquired whether the department could organise football training courses.

167. Ms Alice KONG of LCSD responded that the department deployed relatively less resources for organising team sports training in Sai Kung district as sufficient training courses were provided by the relevant sports associations. LCSD would continue to review the relevant demand.

168. Mr LAI Ming-chak suggested that LCSD categorise the activities by areas. For instance, LCSD could organise table-tennis training courses in both Sai Kung and Tseung Kwan O in a certain proportion, so that Members could consider the number of beneficiaries based on the venues of the training courses.

169. The Chairman hoped that LCSD would consider Members' views raised at the meeting when planning for the programmes to be held in the coming year.

170. There being no objection from Members, the Chairman declared that the funding applications in the above paper were endorsed. As the funding amount exceeded $100,000, the funding application would be submitted for endorsement at the special meeting of SKDC full Council in accordance with the Guidelines.

171. The Secretary reported that there was one funding application for Arts and Cultural Activities and the total funding amount recommended for approval was $70,000. To promote the inheritance of cultural heritage, endorsement had been sought at the meetings of the Working Group on Arts and Cultural Activities and FAC under the last-term SKDC to increase the ceiling of the allocation for ritual performances of Cantonese Opera to $70,000. The programmes were district-wide ritual performances of Cantonese Opera recognised by SKDC. According to paragraphs 5 to 6 of the Guidelines, the applied amount of funding applications involving activities co-organised by NGOs and the Working Groups under DC, or organisations recommended by DC or its committees, could exceed the maximum subsidy of $30,000 that could be received by that organisation each year. Furthermore, the project was a cross-year project as it would be completed in April 2020.

172. No other declaration of interest was made by Members at the meeting.

173. There being no objection from Members, the Chairman declared that FAC recommended the project and the full amount of the funding application.

174. After discussion, the total approved amount was $8,993,507. For details, please refer to **Annex 2**.

(E) Translation of minutes of meetings and use of SKDC notice boards

175. Ms LEUNG Hin-yan said currently the translation of minutes of SKDC meetings took about three months; English translation was not provided for other documents such as funding

application forms. She hoped that SKDC would deploy additional resources for speeding up translation and providing translation for all SKDC papers, so as to facilitate foreigners residing in the district to monitor and follow up on the matters of SKDC.

176. Mr LEUNG Li said he had made a suggestion at the DFMC meeting earlier that SKDC notice boards should be open for use by Members or the public before the information on the boards was updated. He raised the suggestion at the meeting of FAC for discussion as suggested by the Chairman of SKDC. He pointed out that the purpose of setting up SKDC notice boards was to disseminate information of SKDC, and therefore hoped that the boards would be open for use by Members to disseminate relevant information.

177. Mr David CHIU, District Officer (Sai Kung), said the above two issues were related to the use of resources. The Secretariat had outsourced translation services of minutes of some of the meetings. However, to ensure standards of translation completed by outsourced translators, the Secretariat still spent time to vet the translation thoroughly. The Secretariat would speed up translation as far as practicable with the existing resources as well as carry out a review on resources and manpower needs. On the other hand, the purpose of setting up SKDC notice boards was for dissemination of SKDC information but not for use by individual Members. A thorough study had to be conducted on the suggestion of making the boards available to the public.

178. Mr CHUNG Kam-lun opined that the Secretariat could prepare a discussion paper on translation matters at the next meeting of FAC to introduce the workflow of preparing translation of minutes of meetings and the difficulties encountered. Regarding the use of the notice boards, he would discuss with the Chairmen of FAC and the Community Building and Social Innovation Committee (CBSIC) after the meeting to review the practice of managing the notice boards.

179. Mr Gary FAN said the operation of DCs varied with the demography of individual districts. For instance, there were more foreigners and English native speakers residing in Central and Western district, Southern district and Sai Kung district. It was hoped that SKDO would reflect to HAD that additional resources should be deployed for the provision of translation services subject to the demography of individual districts, so as to speed up the provision of English translation of minutes of meetings to residents in individual districts.

180. Ms Debby CHAN said she was once an assistant to Mr Paul ZIMMERMAN. Discussion papers and minutes of meetings of the Southern District Council were available in both English and Chinese. Regarding the use of SKDC notice boards, she suggested discussing the use of both SKDC notice boards and SKDO notice boards. She opined that the notice boards could be used to promote activities funded by SKDC and encourage residents to participate in those activities.

181. Mr LUK Ping-choi said SKDC had once discussed the use of its notice boards more than ten years ago. The discussion had focused on the issue that notice boards were only provided at locations with higher pedestrian flow but not in all constituencies. In the past, some Members had tried to use the notice boards to disseminate information, which had led to disputes. After discussion, SKDC had decided that the notice boards were SKDC's assets and should be used for disseminating information of SKDC only. Members were not allowed to disseminate information by using the notice boards. He agreed that information on the notice boards should be updated regularly and pointed out that the original intention of setting

up the notice boards was to share information and promote activities for residents' enjoyment. He therefore objected to the suggestion of making the notice boards available for use by Members.

182. The Chairman asked the Secretariat to prepare a paper on translation matters for Members' discussion at the next meeting of FAC. Mr CHUNG Kam-lun and the Chairman of CBSIC would discuss matters related to SKDC notice boards later.

V. Date of Next Meeting

183. The Chairman announced that the next meeting of FAC would be held on 9 April 2020 (Thursday) at 9:30 a.m. The meeting was adjourned at 1:15 p.m.

Sai Kung District Council Secretariat
February 2020

(獲通過的會議記錄)

附件一
Annex 1

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10項2019-20年度區議會撥款申請的詳情。
This paper includes the details of 10 funding applications of Financial Year 2019-20 for the Community Involvement Projects under the SKDC.

（二）活動詳情 Project details

項目 Item	分類 Category	活動性質 Project Nature	申請編號 Application Number	活動名稱 Name of Project	申請機構 Applicant	申請撥款(元) Applied Amount($)	獲批撥款總額(元) Total of Approved Amount($)	合辦/協辦機構 Co-organisers	備註 Remarks
1	1a	西貢區體育會 Sai Kung Sports Club	126/19-20(CRS)	西貢區新春10公里公開長跑暨2公里親子歡樂跑2019/20 Sai Kung District New Year 10km Run & 2km Family Fun Run 2019/20	西貢區體育會 Sai Kung District Sports Association Ltd	$215,930.00	$174,880.10	西貢民政事務處 SKDO 康樂及文化事務署 LCSD	按上限批撥的項目 Items capped at ceiling amounts of expenditure 14 ($12,473), 22 ($2,494.6), 24 ($7,182.5) and 32 ($300) 無此項項目 Non-standard items 3, 4, 6 and 7 不獲批撥項目 Rejected items 25
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	127/19-20(CRS)	廣明苑新春嘉年華2020 Lunar New Year Carnival of Kwong Ming Court 2020	將軍澳廣明苑業主立案法團 The Incorporated Owners of Tseung Kwan O Kwong Ming Court	$23,300.00	$15,940.00	昇捷管理服務有限公司 Synergis Management Services Limited	按上限批撥的項目 Items capped at ceiling amounts of expenditure 1 ($3,000), 2 ($3,000), 3 ($3,000), 7 ($250), 8 ($1,500), 9 ($150), 14($100), 15 ($280)
3	3i	公民教育 Civic Education	49/19-20(CA)	趣尋「法」踪暨西貢區公民教育填色比賽頒獎典禮 Basic Law Orienteering Fun Day and Creative Coloring Competition Award Ceremony	西貢區公民教育促進委員會 Sai Kung District Civic Education Promotion Committee	$50,000.00	$50,000.00	西貢民政事務處 SKDO	無此項項目 Non-standard items 8
4	3m	促進地區經濟 Promotion of Economy in District	50/19-20(CA)	西貢旅遊網網頁維護2020-2022 Website Maintenance Services for the Website "Travel in Sai Kung" 2020-2022	西貢區議會 Sai Kung District Council	$43,800.00	$43,800.00	無Nil	無此項項目 Non-standard items 1 and 2
5	3n	花卉展綠化推廣攤位 Green Stalls of HK Flower Show	51/19-20(CA)	二零二零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 Show 2020	西貢區議會 Sai Kung District Council	$60,000.00	$60,000.00	無Nil	
6	5f	銘謝狀 Award of Certificate of Appreciation	52/19-20(CA)	2016-2019年度西貢區議會銘謝地區人士頒獎典禮 Appreciation of Local Personalities 2016-2019	西貢區議會 Sai Kung District Council	$85,850.00	$85,850.00	無Nil	

(獲通過的會議記錄)

附件一
Annex 1

項目 Item	分類 Category	活動性質 Project Nature	申請編號 Application Number	活動名稱 Name of Project	申請機構 Applicant	申請撥款(元) Applied Amount($)	獲批撥款總額(元) Total of Approved Amount($)	合辦/協辦機構 Co-organisers	備註 Remarks
7	4a	康文署伙伴計劃 LCSD Projects	3/19-20(DFMC)	渣打香港馬拉松 — 2020十八區挑戰賽 Standard Chartered Hong Kong Marathon 2020 - District Councils Challenge Cup	西貢區議會 Sai Kung District Council	$3,510.00	$3,510.00	無 Nil	無此項項目 Non-standard items 1
8	4a	康文署伙伴計劃 LCSD Projects	4/19-20(DFMC)	西貢區議會贊助康樂及文化事務署「庚子年(2020)元宵綵燈會」傳統走馬燈 Sponsorship by Sai Kung District Council for The Traditional Lantern of the Leisure and Cultural Services Department "2020 Lunar New Year Lantern Carnival"	康樂及文化事務署 Leisure and Cultural Services Department	$150,000.00	$150,000.00	無 Nil	
9	5e	宣傳及雜項 - 其他 Publicity & Misc - Others	8/19-20(P&O)	更新西貢區議會銅片 Updates of Nameplates for Members of Sai Kung District Council	西貢區議會 Sai Kung District Council	$24,250.00	$24,250.00	無 Nil	無此項項目 Non-standard items 1-3
10	5e	宣傳及雜項 - 其他 Publicity & Misc - Others	9/19-20(P&O)	拍攝區議員照片 Photo taking of Sai Kung District Council	西貢區議會 Sai Kung District Council	$29,750.00	$29,750.00	無 Nil	無此項項目 Non-standard items 2
						686,390.00	**637,980.10**		

(獲通過的會議記錄)

附件二
Annex 2

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2020-21年度區議會撥款申請的詳情。
This paper includes the details of 4 funding applications of Financial Year 2020-21 for the Community Involvement Projects under the SKDC.

（二）活動詳情 Project details

項目 Item	分類 Category	活動性質 Project Nature	申請編號 Application Number	活動名稱 Name of Project	申請機構 Applicant	申請撥款(元) Applied Amount($)	獲批撥款總額(元) Total of Approved Amount($)	合辦/協辦機構 Co-organisers	備註 Remarks
1	3f	防火運動 Fire Safety	1/20-21(CA)	2020年清明節防止山火宣傳活動 Hill Fire Prevention Publicity Activity for Ching Ming Festival 2020	西貢區防火委員會 Sai Kung District Fire Safety Committee	$35,000.00	$35,000.00	西貢民政事務處 SKDO	
2	4a	康文署伙伴計劃 LCSD Projects	1/20-21(DFMC)	康樂及文化事務署2020-2021年度西貢區公共圖書館推廣活動計劃 Programme Plan of Extension Activities of Public Libraries in Sai Kung District for 2020-21 by the Leisure and Cultural Services Department	康樂及文化事務署 Leisure and Cultural Services Department	$266,871.00	$266,871.00	無Nil	
3	4a	康文署伙伴計劃 LCSD Projects	2/20-21(DFMC)	康樂及文化事務署於2020至21年度 在西貢區舉辦的康樂體育活動計劃 2020-21 Recreation and Sports Programmes of Sai Kung District organised by The Leisure and Cultural Services Department	康樂及文化事務署 Leisure and Cultural Services Department	$8,621,636.00	$8,621,636.00	無Nil	
4	8a	藝術及文化活動 Arts and Cultural Activities	1/20-21(A&C)	西貢滘西村恭祝洪聖寶誕公演酬神粵劇 Cantonese Opera in Celebration of Hung Shing Festival at Kau Sai Village	滘西村值理會 Kau Sai Village Committee	$70,000.00	$70,000.00	無Nil	無此項項目 Non-standard items 2
						8,993,507.00	**8,993,507.00**		