

**Sha Tin District Council****Minutes of the 2<sup>nd</sup> Meeting of  
the Finance and General Affairs Committee in 2016**

**Date** : 15 March 2016 (Tuesday)  
**Time** : 2:35 pm  
**Venue** : Sha Tin District Council Conference Room  
 4/F, Sha Tin Government Offices

<b><u>Present</u></b>	<b><u>Title</u></b>	<b><u>Time of joining the meeting</u></b>	<b><u>Time of leaving the meeting</u></b>
Mr MOK Kam-kwai, BBS (Chairman)	DC Member	(2:35 pm)	(4:00 pm)
Ms WONG Ping-fan, Iris (Vice-Chairman)	"	(2:35 pm)	(4:00 pm)
Mr HO Hau-cheung, BBS, MH	DC Chairman	(2:35 pm)	(4:00 pm)
Mr PANG Cheung-wai, Thomas, SBS, JP	DC Vice-Chairman	(2:35 pm)	(4:00 pm)
Mr CHAN Billy Shiu-yeung	DC Member	(2:35 pm)	(4:00 pm)
Ms CHAN Man-kuen	"	(2:35 pm)	(4:00 pm)
Mr CHAN Nok-hang	"	(2:35 pm)	(4:00 pm)
Mr CHING Cheung-ying, MH	"	(2:35 pm)	(4:00 pm)
Mr CHIU Chu-pong, Sunny	"	(2:35 pm)	(4:00 pm)
Mr CHIU Man-leong	"	(2:35 pm)	(4:00 pm)
Mr HUI Yui-yu, Rick	"	(2:35 pm)	(4:00 pm)
Mr LAI Tsz-yan	"	(3:03 pm)	(4:00 pm)
Ms LAM Chung-yan	"	(2:35 pm)	(4:00 pm)
Mr LEE Chi-wing, Alvin	"	(3:15 pm)	(4:00 pm)
Mr LI Sai-hung	"	(2:38 pm)	(4:00 pm)
Mr LI Sai-wing	"	(2:35 pm)	(4:00 pm)
Mr LI Wing-shing, Wilson	"	(2:35 pm)	(3:58 pm)
Mr NG Kam-hung	"	(2:35 pm)	(4:00 pm)
Ms PONG Scarlett Oi-lan, JP	"	(2:35 pm)	(4:00 pm)
Mr PUN Kwok-shan, MH	"	(2:35 pm)	(4:00 pm)
Mr SIU Hin-hong	"	(2:44 pm)	(4:00 pm)
Mr TING Tsz-yuen	"	(2:35 pm)	(4:00 pm)
Mr TONG Hok-leung	"	(2:35 pm)	(4:00 pm)
Ms TSANG So-lai	"	(2:41 pm)	(4:00 pm)
Ms TUNG Kin-lei	"	(2:35 pm)	(4:00 pm)
Mr WAI Hing-cheung	"	(2:35 pm)	(4:00 pm)
Mr WONG Fu-sang, Tiger	"	(2:35 pm)	(4:00 pm)
Mr WONG Hok-lai	"	(2:52 pm)	(4:00 pm)
Mr WONG Ka-wing	"	(2:35 pm)	(4:00 pm)
Mr WONG Yue-hon	"	(2:35 pm)	(4:00 pm)
Mr YAU Man-chun	"	(2:35 pm)	(4:00 pm)
Mr YIP Wing	"	(2:35 pm)	(4:00 pm)
Mr YIU Ka-chun	"	(2:35 pm)	(4:00 pm)

**Present**

Ms YUE Shin-man  
 Mr YUNG Ming-chau, Michael  
 Ms KI Hoi-ying, Sandy (Secretary)

**Title**

DC Member  
 ”  
 Executive Officer I (District Council) 1 /  
 Sha Tin District Office

**Time of joining  
the meeting**

(2:35 pm)  
 (2:37 pm)  
 (4:00 pm)  
 (4:00 pm)

**Time of leaving  
the meeting****In Attendance**

Mr WONG Tin-pui, Simon  
 Mr CHEUNG Wan-ching  
  
 Miss TSANG Mei-ying, May  
  
 Miss NG Sheung-han, Alice  
  
 Mr CHEUNG Fu-yuen, Francois  
  
 Ms CHUNG Chi-ling, Rebecca  
  
 Mr WONG Kam-keung

**Title**

Assistant District Officer / Sha Tin District Office  
 District Leisure Manager (Sha Tin) /  
 Leisure and Cultural Services Department  
 Senior Manager (New Territories East) Promotion /  
 Leisure and Cultural Services Department  
 Manager(New Territories East)Marketing & District  
 Activities / Leisure and Cultural Services Department  
 Deputy District Leisure Manager (Sha Tin) 1 /  
 Leisure and Cultural Services Department  
 Assistant District Leisure Manager (Sha Tin) 2 /  
 Leisure and Cultural Services Department  
 School Liaison Officer /  
 Police Community Relations Office / Shatin District  
 Hong Kong Police Force  
 Executive Secretary / Shatin Sports Association Limited  
 Senior Executive Officer (District Council) /  
 Sha Tin District Office

**Absent**

Mr CHENG Tsuk-man  
  
 Mr LEUNG Ka-fai, Victor  
 Mr MAK Yun-pui  
 Mr CHAN Kwok-keung, James

**Title**

DC Member (Application for leave of absence  
 received)  
 ” ( ” )  
 ” ( ” )  
 ” (No application for leave of  
 absence received)

**Action**

The Chairman welcomed all members to the second meeting of the Finance and General Affairs Committee (FGAC) in this year. He said that some members of the public, being present as observers, were taking photographs and making video and audio recordings.

**Members' Application for Leave of Absence**

2. The Chairman said that the Secretariat had received the following written applications for leave of absence:

Mr CHENG Tsuk-man  
 Mr MAK Yun-pui  
 Mr Victor LEUNG

Other business commitments  
 ”  
 Away from Hong Kong

3. The FGAC endorsed the above applications for leave of absence.

**Confirmation of the Minutes of the Meetings Held on 27 January and 5 February 2016**

4. Members confirmed the minutes unanimously.

**Discussion Items**

Proposed Estimates under Expenditure Head 3 of 2016-2017  
(Paper No. FGA 2/2016)

5. Members unanimously endorsed the proposed estimates under Expenditure Head 3.

Draft Estimates of the Sha Tin District Council for 2016-2017  
(Paper No. FGA 3/2016)

6. Members unanimously endorsed that the draft estimates would be submitted to the Sha Tin District Council (STDC) for approval.

**Funding Applications**

Proposed District Free Entertainment Programmes from April 2016 to March 2017 Jointly Organised with the Leisure and Cultural Services Department  
(Paper No. FGA 4/2016)

7. Members unanimously endorsed that the funding application for the programmes would be recommended to the DC for approval.

Proposed Recreation and Sports Activities from April 2016 to March 2017 Organised by the Leisure and Cultural Services Department in Sha Tin District  
(Paper No. FGA 5/2016)

8. Mr CHING Cheung-ying hoped that the DC would have better planning for the estimates in the future so that the funds for the activities held by local organisations would increase. He pointed out that the DC could have a better understanding of the activities held by the Leisure and Cultural Services Department only by studying the information set out in the papers on funding applications, observing the activities and exchanging views with the department. He hoped that the DC would play a better role in monitoring the overall implementation of the activities.

9. Mr YIU Ka-chun suggested that the DC should, before drafting of the estimates, exchange its views with the Chairman of the Culture, Sports & Community Development Committee, the Convener of the Working Group on Screening of Funding Application, etc. with a view to doing a better job in preparation of the estimates.

10. Ms Sandy KI, Executive Officer I (District Council) 1 of the Sha Tin District Office replied that the DC funds were mainly used for the launch of community involvement activities for residents by government departments and local organisations. Regarding the

allocation of funds for local organisations, the new term of the DC would be elected in Year 2015-2016. If the funding arrangement in Year 2014-2015 was compared with the estimates in Year 2016-2017, the reserve funds for local organisations under respective expenditure heads were more or less the same, while the reserve funds for local organisations under certain expenditure heads had even increased. The Secretariat noted members' views and the DC would take their views into consideration when drafting the estimates in the future.

11. Members unanimously endorsed that the funding application for the activities would be recommended to the DC for approval.

Funding Application for Silver Hawk Project  
(Paper No. FGA 6/2016)

12. Mr CHING Cheung-ying asked whether the project was fully funded by the DC, and whether the Hong Kong Police Force or the organiser would bear part of the cost.

13. Mr Rick HUI would like to know more about the cost of fight crime leaflets which amounted to \$8,300.

14. Mr WONG Kam-keung, School Liaison Officer of the Police Community Relations Office/ Shatin District of the Hong Kong Police Force responded that the Silver Hawk Project had been launched since 2007 with the DC funding as its main source of funds. The Hong Kong Police Force had launched the Senior Police Call since 2014 and funded elderly fight crime activities in all districts. It could be seen that the Hong Kong Police Force had funded fight crime activities. Regarding the fight crime leaflets, they would be produced in the form of two-sided calendar cards for distribution in major winter precaution campaigns. According to past experience, the funds for this project was merely enough.

15. Members approved the funding application unanimously.

Funding Application for Sha Tin Dragon Boat Race 2016  
(Paper No. FGA 7/2016)

16. Mr TING Tsz-yuen said that regarding the expenditure items listed out in the funding application, the contents of Item Nos. 21 to 23 and 29 were similar, which all involved dragon boat tools and removable booms. He asked why they were further broken down into several items in application for the DC funds.

17. Mr SIU Hin-hong enquired about the total expenses of the event in the past, the percentage of the DC funds over the total expenses, and whether the audit report would be disclosed for inspection when the event was completed.

18. Ms June CHUNG, Executive Secretary of the Shatin Sports Association responded that since the dragon boat tools were stored in an outdoor area all year round, they had to be refurbished every year to safeguard athletes' safety. Regarding the purchase of removable booms, the purpose was to gradually save the annual expenses of \$200,000 on the temporary bamboo scaffold for easy access to the dragon boats. The Marine Department required that

qualified vessel surveying firms should be commissioned to inspect the removable booms. Only qualified booms were permitted to be used in Shing Mun River. According to the past information, the total expenses of a dragon boat race were about \$2.5 million, while the DC funds were \$800,000, which accounted for one-third of the total expenses. The Shatin Sports Association would, as required by the DC, submit to its Secretariat a completion report, payment receipts and an audit report within one month upon completion of the event. Members could approach the Secretariat for inspection of the information.

19. Mr HO Hau-cheung and Mr MOK Kam-kwai declared their own interests, stating that they were Vice-Chairmen of the Shatin Sports Association. Mr CHING Cheung-ying declared his own interests, stating that he was the Director of the Shatin Sports Association. The FGAC endorsed that they were allowed to attend the meeting, but had no right to vote on this funding application.

20. Members approved the funding application unanimously.

Extension of Opening Hours of Community Halls in Sha Tin  
(Paper No. FGA 8/2016)

21. Members unanimously endorsed that the funding application for the proposal would be recommended to the DC for approval.

Funding Application for Cleaning and Decorating Sha Tin District Council Notice Boards  
(Paper No. FGA 9/2016)

22. Mr CHING Cheung-ying considered that following the technology development and change in society, the DC should review the arrangements for the notice boards, including their locations, the information displayed, in what way the information was displayed, how to monitor the contractor and whether the notice boards should be retained. According to his observation, the work of updating the information on the notice boards was unsatisfactory. He suggested the DC Secretariat inform Members of the locations of the 48 notice boards so that they could inspect and assist in monitoring the notice boards in their own constituencies. He opined that the cleaning service period for the notice boards should be shortened from one year to a few months so as to tie in with the review to be conducted in the future.

23. Mr WONG Ka-wing pointed out that the cleanliness of the notice boards had been unsatisfactory in the past. He suggested stepping up monitoring of the service of contractor. If the DC decided in the future that notice boards would not be used anymore, this would incur a very high clearance cost. Therefore, the DC should consider retaining the notice boards for other uses, such as for use by the DC Members in the concerned constituencies.

24. Mr CHAN Nok-hang pointed out that as the funding application was not attached with any tender documents, it was difficult for members to decide whether they would support the application. Moreover, since the location of the notice board in his constituency was unsatisfactory, not many local residents could learn about the DC information from the notice board. Therefore, he opined that whether the notice boards should be retained could be discussed at the meeting.

25. Mr HO Hau-cheung supported the review of operation of the notice boards. He considered that the number of notice boards should be increased in response to the population growth in Sha Tin. He had also found that the cleaning service provided by contractors was not up to standard, and this might affect the image of the DC. He hoped that after the relevant working group was set up under the FGAC, it would focus on handling and reviewing the operation of the notice boards.

26. Mr Michael YUNG suggested reviewing the monitoring of the contractor, the display manner of the notices of meetings and the information displayed on the notice boards so as to draw the attention of members of the public. He also proposed that some publicity posters for promoting events highlighted by the DC be posted on the notice boards. He wished to know about the means of dissemination of information by other DCs for reference. In addition, he opined that more details could be provided in the papers related to the funding application for members' reference when considering the application. He also suggested that funds for half a year should be allocated first, while the remaining funds would be considered after the review.

27. Mr WONG Yue-hon wished to know how to determine what kinds of information would be posted on the notice boards. He suggested stepping up monitoring of the service provided by contractors. Also, besides the DC notice boards, the notice boards in community halls, public housing estates and electronic display panels at bus stops could be used to disseminate the DC information to the public.

28. Ms TUNG Kin-lei agreed that it was necessary to review the locations of the notice boards and the information displayed. In her impression, the cleaning service of notice boards had been outsourced to a rehabilitation agency. If the contractor remained the same, she hoped that members would remind the contractor of the cleanliness of the notice boards.

29. Mr Tiger WONG said that the notice board in his constituency was located in an indigenous village, and the villagers got the DC information from the notice board from time to time. Therefore, he opined that it was necessary to retain the notice board. He agreed that the cleanliness of the notice board was unsatisfactory, and it was necessary to step up monitoring of the contractor's service performance.

30. Mr Rick HUI suggested informing members of the locations of the 48 notice boards, the information updated every time and contact details of the contractor, so as to facilitate the monitoring of operation of the notice boards.

31. Mr Thomas PANG pointed out that according to the usual arrangement of the DC, the expenditure items listed out in the funding application were estimates only. The tender procedure would commence only upon approval of the application. Although currently,

there were other channels for dissemination of the DC information, some members of the public still got the DC information from the notice boards. Therefore, the notice boards should be retained. As they were publicity tools of the DC, members had the responsibility to assist in monitoring and put forward opinions on the operation. He encouraged members to actively give advice on the operation of the notice boards upon establishment of the relevant working group. He suggested revising the funding application by shortening the service period and cutting down the amount of funds applied for by half, so that the cleaning and decoration service could be maintained. This could tie in with the review to be conducted by the working group without bringing about an adverse impact on the DC's image.

32. Mr YAU Man-chun doubted the effectiveness of publicity on the DC through the notice boards. Therefore, he suggested that the funding application should be considered only upon review of the operation of the notice boards conducted by the relevant working group to be set up. He believed that temporary suspension of updating of information or cleaning of the notice boards was unlikely to have an adverse impact on the DC's image.

33. Mr TONG Hok-leung wished to know how the DC monitored the operation of the notice boards at present. He suggested revitalisation of the notice boards to enhance the effectiveness of publicity. They should be removed to save future maintenance cost only if revitalisation was proved ineffective.

34. Ms LAM Chung-yan recognised the publicity effectiveness of the notice boards, and thus they should be retained. She agreed that the working group to be set up should be responsible for conducting the review on the operation of the notice boards. However, the contractor was still required to provide cleaning service before the review to avoid unauthorised posting of publicity materials on the notice boards that might affect the cityscape. Therefore, she supported the funding application.

35. Mr Wilson LI would like to know whether the contractor had been replaced over the past four to five years.

36. Ms Scarlett PONG suggested that the review of the notice boards should be followed up by the relevant working group. The contract of cleaning and decoration service would expire in three months. It would then be the right time to review the operation of the notice boards. She considered that it was necessary to retain the notice boards for easy dissemination of the DC information to the public.

37. Mr LI Sai-wing agreed that a review on the operation of the notice boards should be conducted. However, given that the relevant working group has not been set up yet, he supported Mr Thomas PANG's proposal to continue to commission the contractor to clean and decorate the notice boards, and revise the service period set out in the funding application as half a year so as to tie in with the review to be conducted by the working group.

38. Mr PUN Kwok-shan pointed out that the funding was on an accountable basis. If there was a balance of funds upon the review by the working group, it could be allocated for other purposes. He opined that if it was impossible to make an immediate amendment of

the funding application, members might consider approving the application first and revising the estimates later.

39. Ms Sandy KI gave a consolidated response as follows:

- (a) during the last term of the DC, the Working Group on Public Relations and Publicity under the FGAC was responsible for the daily operation of the notice boards, while members expressed their views on installation of additional notice boards or cleanliness and assisted in monitoring the operation of the notice boards. Members were welcome to put forward their opinions on the operation of the notice boards upon establishment of the relevant working group for its members' reference in conducting the review;
- (b) the funds under application were reserve funds, and all expenses were on an accountable basis. In case the funding application was not approved, the notices of meetings and information about the Meet-the-Public Scheme could not be disseminated through the notice boards upon expiry of the cleaning service of the notice boards after 31 March. In case the funding application was approved, under the Guidelines on Application for Sha Tin District Council Funds, the concerned party could simply applied to the FGAC if amendment to the details in the funding application had to be made upon review by the working group;
- (c) since the contract of cleaning and decoration service of the notice boards lasted for three months, the Secretariat had to invite quotations from contractors once every three months. The contractor were obliged to follow the rules listed out in the service contract, including taking action within two working days upon receipt of notification from the Secretariat or members on the condition of the notice boards, and submitting photos to the Secretariat for monitoring purpose every time after the cleaning and decoration work was completed. Upon expiry of every contract, the Secretariat would review the service performance of the contractor to see if it would be invited for quotation again;
- (d) as far as she was aware, the contractor had been replaced during the last DC term, while the same service provider had been providing the cleaning service since 2015;
- (e) the notice boards were mainly used for posting agenda of meetings, posters of the Meet-the-Public Scheme and the publicity posters of events organised by the working groups under the DC; and
- (f) the Secretariat would review the display of agenda of meetings so that it would be easier for the public to read.

40. Mr Simon WONG, Assistant District Officer of the Sha Tin District Office added that as far as he was aware, the DCs of other districts also made use of the notice boards to publicise themselves. He suggested that the Secretariat gather information about the



arrangements of other DCs for the working group's reference when the working group that was about to be established in the future conducted a review on the arrangements of the notice boards. According to the past practice of the DC in approving the funding applications, both the activity period and the amount of funds applied for could be revised at the meeting for the committee's consideration. Alternatively, the revised proposal could also be submitted to the committee for consideration after the working group finished the review.

41. Mr HO Hau-cheung said he was glad to see that members actively voiced their opinions in the discussion on the notice boards, and that they supported Mr Thomas PANG's proposed amendments, that is, to shorten the service period and cut down the amount of funds applied for as set out in the funding application by half. In so doing, even if the working group could not be set up as scheduled, the operation of the notice boards could still be reviewed at the meetings of the FGAC.

42. Members approved the revised funding application unanimously.

### **Information Paper**

Financial Account of the Sha Tin District Council as at 29 February 2016  
(Paper No. FGA 10/2016)

43. The FGAC noted the above paper.

### **Date of Next Meeting**

44. The next meeting was scheduled to be held at 2:30 pm on 17 May 2016 (Tuesday).

45. The meeting was adjourned at 4:00 pm.

Secretariat, Sha Tin District Council  
STDC 13/15/50

April 2016