

Sha Tin District Council
Minutes of the 2nd Meeting of
the Finance and General Affairs Committee in 2018

Date : 20 March 2018 (Tuesday)
Time : 2:30 pm
Venue : Sha Tin District Council Conference Room
 4/F, Sha Tin Government Offices

<u>Present</u>	<u>Title</u>	<u>Time of joining the meeting</u>	<u>Time of leaving the meeting</u>
Mr MOK Kam-kwai, BBS (Chairman)	DC Member	2:30 pm	3:42 pm
Ms WONG Ping-fan, Iris (Vice-Chairman)	"	2:30 pm	3:42 pm
Mr HO Hau-cheung, SBS, MH	DC Chairman	2:30 pm	3:42 pm
Mr CHAN Billy Shiu-yeung	DC Member	2:30 pm	3:42 pm
Mr CHAN Kwok-keung, James	"	2:36 pm	3:42 pm
Ms CHAN Man-kuen	"	2:30 pm	3:42 pm
Mr CHAN Nok-hang	"	2:35 pm	3:42 pm
Mr CHING Cheung-ying, MH	"	2:30 pm	3:42 pm
Mr CHIU Chu-pong, Sunny	"	2:30 pm	3:42 pm
Mr CHIU Man-leong	"	2:30 pm	3:42 pm
Mr HUI Yui-yu, Rick	"	2:30 pm	3:41 pm
Mr LAI Tsz-yan	"	2:34 pm	3:39 pm
Ms LAM Chung-yan	"	2:30 pm	3:42 pm
Mr LEUNG Ka-fai, Victor	"	2:30 pm	3:42 pm
Mr LI Sai-hung	"	2:30 pm	3:42 pm
Mr LI Sai-wing	"	2:30 pm	2:54 pm
Mr LI Wing-shing, Wilson	"	2:30 pm	3:42 pm
Mr NG Kam-hung	"	2:41 pm	3:42 pm
Ms PONG Scarlett Oi-lan, BBS, JP	"	2:50 pm	3:42 pm
Mr PUN Kwok-shan, MH	"	2:30 pm	3:42 pm
Mr SIU Hin-hong	"	2:50 pm	3:42 pm
Mr TING Tsz-yuen	"	2:43 pm	3:42 pm
Mr TONG Hok-leung	"	2:30 pm	3:42 pm
Ms TUNG Kin-lei	"	2:30 pm	3:42 pm
Mr WAI Hing-cheung	"	2:30 pm	3:41 pm
Mr WONG Fu-sang, Tiger	"	2:35 pm	3:42 pm
Mr WONG Hok-lai	"	3:01 pm	3:39 pm
Mr WONG Ka-wing, MH	"	2:30 pm	3:42 pm
Mr WONG Yue-hon	"	2:30 pm	3:42 pm
Mr YAU Man-chun	"	2:30 pm	3:37 pm
Mr YIP Wing	"	2:30 pm	3:42 pm
Mr YIU Ka-chun	"	2:30 pm	3:15 pm
Ms YUE Shin-man	"	2:34 pm	3:42 pm
Mr YUNG Ming-chau, Michael	"	2:30 pm	3:42 pm
Mr HO Kin-nam, David (Secretary)	Executive Officer I (District Council)1 / Sha Tin District Office		

In Attendance

Mr WONG Tin-pui, Simon
 Mr YUEN Chun-kit, Derek

Title

Assistant District Officer / Sha Tin District Office
 Senior Executive Officer (District Council) /
 Sha Tin District Office

In Attendance

Mr LEUNG Cheuk-ming, Rico

Ms NG Sheung-han, Alice

Ms CHAN Siu-kin, Ester

Ms LAW See-ngar, Briget

Ms CHUNG Fung-hing

TitleSenior Manager (New Territories East) Promotion /
Leisure and Cultural Services DepartmentManager (New Territories East) Marketing and District
Activities / Leisure and Cultural Services Department

Deputy District Leisure Manager (District Support)

Sha Tin / Leisure and Cultural Services Department

Assistant District Leisure Manager (District Support)

Sha Tin / Leisure and Cultural Services Department

Chief Executive / Sha Tin Sports Association

Absent

Mr PANG Cheung-wai, Thomas, SBS, JP

Mr LEE Chi-wing, Alvin

Ms TSANG So-lai

Title

DC Vice-Chairman (Application for leave of absence received)

DC Member (")

" (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) of the year.

Application for Leave of Absence

2. The Vice-Chairman said that the Secretariat of Sha Tin District Council (STDC) had received the application for leave of absence in writing from the following members:

Mr Thomas PANG

Official commitment

Mr Alvin LEE

"

3. Members endorsed the application for leave of absence submitted by the members above.

Confirmation of the Minutes of the Meeting Held on 16 January 2018

4. Members unanimously endorsed the minutes of the above meeting.

Discussion Items**Proposed Estimates under Expenditure Head 3 of 2018-2019**

(Paper No. FGA 6/2018)

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

Draft Estimates of the Sha Tin District Council for 2018-2019

(Paper No. FGA 7/2018)

6. Members unanimously endorsed the submission of the above draft estimates to the STDC for approval.

Amendment to the “Sha Tin District Council Funding Application Procedures and Guidelines”

(Paper No. FGA 8/2018)

7. Mr CHING Cheung-ying said that some of the organisers that assisted in carrying out STDC-funded activities might face operational difficulties when they asked volunteers to fill out the form for reimbursing the expenses for volunteers’ refreshments after the activities had ended. He enquired, under the above proposed amendment, if the organisers could choose to submit relevant receipts and a list with volunteers’ signatures, instead of the Statement of Payment to Volunteers, to apply for the reimbursement of refreshments expenses. He also enquired, under the above proposed amendment, if the non-governmental organisations (NGOs) were required to submit their minutes concerning the activity to be carried out in partnership for the STDC’s selection process of NGOs as partners; and on the other hand, if STDC had to rank the NGOs in order of preference during the selection process in its minutes.

8. Mr WONG Yue-hon said that, under the above proposed amendment, the Statement of Payment to Volunteers required applicants to fill in their HKID card number. He asked how that column should be filled in if the volunteer assisting in carrying out the STDC-funded activity was a child yet to be a HKID cardholder. Furthermore, he wanted to know if representatives of relevant organisations could fill in the Statement of Payment to Volunteers for their volunteers assisting in carrying out such activities.

9. Mr David HO, Executive Officer I (District Council)¹ of the Sha Tin District Office responded that, under the above proposed amendment, subsidised organisations might choose to submit the original copy of relevant receipts or the Statement of Payment to Volunteers to apply for reimbursement for volunteers’ meals and refreshments expenses for their convenience of carrying out activities. Thus, if subsidised organisations failed to submit a completed copy of the Statement of Payment to Volunteers when they applied for reimbursement of volunteers’ refreshments expenses, they could choose to submit the verified original copies of relevant receipts and the name list of volunteers. If subsidised organisations chose to submit the Statement of Payment to Volunteers, the columns in the form to be filled in by volunteers must be completed and signed by the volunteers themselves. If the volunteers assisting in carrying out the STDC-funded activities were children, and thus no arrangements could be made for them to complete the Statement of Payment to Volunteers, the relevant subsidised organisation would have to state its case when submitting the application for expenses reimbursement. Under special circumstances, arrangements for other suitable persons to sign on behalf of other volunteers on the Statement of Payment to Volunteers would be made at discretion. Apart from that, the STDC working groups would minute the relevant justification and factors for consideration (e.g. the experiences, track records, ability to organise community involvement projects, etc. of those NGOs) during the process of selecting NGOs as partners. The minutes of the NGOs concerned needed not be included in the minutes of the working groups. The current arrangements for the STDC working groups to select NGOs as partners were consistent with the proposed amendment above.

10. Members unanimously endorsed the recommendation of the Amendment to the “Sha Tin District Council Funding Application Procedures and Guidelines” to the STDC for consideration.

Funding Applications

Extension of Opening Hours of Community Halls in Sha Tin

(Paper No. FGA 9/2018)

11. Members unanimously endorsed the recommendation of the above funding application to the STDC for approval.

Proposed District Free Entertainment Programmes from April 2018 to March 2019 Jointly Organised with the Leisure and Cultural Services Department

(Paper No. FGA 10/2018)

12. Members unanimously endorsed the recommendation of the above funding application to the STDC for approval.

Proposed Recreation and Sports Activities from April 2018 to March 2019 Organised by the Leisure and Cultural Services Department in the Sha Tin District

(Paper No. FGA 11/2018)

13. Members unanimously endorsed the recommendation of the above funding application to the STDC for approval.

Funding Application for Sha Tin Dragon Boat Race 2018

(Paper No. FGA 12/2018)

14. Mr James CHAN said that, according to his understanding, the Sha Tin Dragon Boat Race invited sponsorship for the race. He suggested that the Sha Tin Sports Association (STSA) seriously consider actively seeking sponsors to fund the occasion from the next Sha Tin Dragon Boat Race onwards, so as to reduce using STDC funds to hold the race. He said that, as far as he knew, the majority of the business bodies did not receive letters from the STSA inviting sponsorship for the race. He asked for a vote on the above funding application.

15. Ms CHUNG Fung-hing, Chief Executive of the STSA thanked Mr James CHAN for his opinions. She said she would pass on his suggestion regarding using less STDC funds to hold the race starting from next year to the organiser for its consideration.

16. Mr HO Hau-cheung, Mr CHING Cheung-ying and Mr MOK Kam-kwai declared interests that they were members of the STSA. The Chairman said they could attend the meeting but did not have voting rights on this funding application.

17. The Chairman asked members to vote on the above paper. The FGAC passed the above funding application with 20 votes in favour, 2 votes against, 4 abstentions and 3 attending members not casting a vote.

Funding Application for Cleaning and Decorating Sha Tin District Council Notice Boards

(Paper No. FGA 13/2018)

18. Mr Billy CHAN said that the FGAC suggested in 2016 that the FGAC's Working Group on Public Relations and Publicity be responsible for reviewing the operational arrangements for the STDC notice boards. He opined that some of the notice boards were remotely located and unsatisfactory in terms of both cleanliness and update progress. He wished to

know if the review of the above issues was completed.

19. The views of Mr NG Kam-hung were summarised below:

- (a) he wanted to know the frequency of the service providers' cleaning and decorating services, since he had from time to time found that flyers were posted on the poles of the notice boards and that meeting information was often not updated on time;
- (b) he found it difficult to understand that, during notice board updates, some service providers would postpone updating the contents if the locks were found to be broken. He opined that the service providers were responsible for taking the initiative to provide good services. He disagreed that the Secretariat should send staff to inspect the notice boards in order to monitor the service quality of service providers; and
- (c) he suggested requesting the relevant service providers to provide photographs of the notice boards before and after the cleaning and refreshing services for ease of comparison and management.

20. The views of Mr James CHAN were summarised below:

- (a) as the notice boards were located on the streets, dust and dirt would easily build up; however, the service providers had failed to maintain the boards at their best condition through frequent cleaning. He observed that the notice boards would from time to time become dusty and were easy targets for flyer-posting. Also, the meeting information displayed on the boards was often not updated on time;
- (b) he opined that the existing notice boards could not effectively convey messages from the STDC to members of the public, and the fast tempo of life meant the public did not have time to read the information on the notice boards in detail;
- (c) he suggested reconsidering if the existing notice boards should be retained and said that the Working Group on Public Relations and Publicity would follow up on the relevant matters; and
- (d) he asked for a vote on the above funding application and asked members to vote against it.

21. Mr LAI Tsz-yan said he observed that the update progress of the notice boards was unsatisfactory at present. He suggested considering if the funding for cleaning and refreshing notice boards should be continued.

22. The views of Mr Michael YUNG were summarised below:

- (a) he informed the Secretariat on 15 February 2018 that the notice board near Sunshine City was last updated on 21 September 2017 and he asked the Secretariat to follow up. He opined that the notice boards were necessary, but the STDC should step up its efforts to monitor service providers' service quality and consider ways to handle situations when the STDC found their services unsatisfactory; and

- (b) he opined that the existing meeting information posted on the notice boards was compiled in similar formats which made it difficult for members of the public to take note of even after the relevant information had been updated. He hoped that improvements could be made for the notice boards to deliver messages to the public more effectively, such as using bigger fonts to display information and using different colours to represent different committees.

23. Mr CHING Cheung-ying said that, as times had changed, there was a need for the STDC to review the operational arrangements for its notice boards. He had also observed that, on the one hand, the existing meeting information on the notice boards was compiled in similar formats which made it difficult for members of the public to take note of even after the relevant information had been updated; on the other hand, the majority of the public at present could conveniently obtain the latest information from the STDC website. He opined that the notice boards located in rural areas should be retained, so that the relevant information could be disseminated to residents in the neighbourhood, whereas it should be reviewed as to whether those located in the city were necessary.

24. The views of Mr SIU Hin-hong were summarised below:

- (a) he said the notice boards were communication channels between the STDC and members of the public, and one of the things that represented the STDC. He suggested setting up a notice board in every Sha Tin constituency, which would be monitored and managed by the constituency's DC Member. He also suggested placing an "updated" label on a conspicuous spot on the board, so that the public could easily notice the updates;
- (b) he thought that the notice boards were necessary for the convenience of those members of the public who could not obtain the STDC information online; however, the management quality of the notice boards had to be enhanced; and
- (c) he suggested setting up a notice board near Royal Ascot in Fo Tan.

25. The views of Mr CHIU Man-leong were summarised below:

- (a) he observed that the colours of the posters on the notice boards had faded over long exposure to sunlight. He suggested specifying the minimum frequency of notice board cleaning in future quotations so as to maintain basic cleanliness; and
- (b) he opined that it was necessary for the STDC to monitor the service quality of the service providers, as it had utilised resources for cleaning and decorating the notice boards. He suggested requesting service providers to submit photographs of the notice boards to the Secretariat, so as to evaluate the cleanliness and the service quality. Service providers should also take the initiative to refer to the latest information on the STDC's website in order to keep the information on the notice boards up to date.

26. The views of Mr Wilson LI were summarised below:

- (a) he wanted to know how the existing service providers reported to the Secretariat after cleaning and refreshing notice boards, such as whether they had to provide photographs of the boards;

- (b) he suggested that DC Members assist with the monitoring of the cleanliness of the notice boards, and that the Secretariat strengthen the monitoring of the service providers' service quality;
- (c) he opined that as times had changed, there was a need for the STDC to review the operational arrangements for its notice boards. He opined that the notice boards located in the vicinity of villages should be retained, so that relevant information could be disseminated to residents in the neighbourhood, whereas it should be reviewed as to whether those located in the city were necessary; and
- (d) he opined that there was room for improvement regarding the format of meeting information posted on the notice boards.

27. Mr WONG Yue-hon said that, given the limited space on the notice boards, not all of the latest information about the STDC and its committees could be displayed. He suggested modifying the existing mode of information display for the notice boards, such as replacing the notice boards with electronic screen display boards, so that the STDC could more efficiently convey its messages to members of the public.

28. The views of Mr CHAN Nok-hang were summarised below:

- (a) he wanted to know if there was a notice board in each constituency in the Sha Tin District, as there were three notice boards in his constituency. He suggested reviewing the current number of notice boards and reducing the number of boards if necessary;
- (b) he suggested modifying the existing mode of information display for the notice boards to save paper and promote environmental protection. He opined that the number of people solely relying on notice boards to obtain STDC information was decreasing and that the mode of display was unattractive. He suggested considering replacing the existing notice boards with electronic ones and suggested exploring the feasibility of using solar energy to tie in with the times; and
- (c) he noticed that both current and outdated posters of the STDC activities were simultaneously posted at community halls, which could easily cause confusion. He suggested that posters of activities supported by the STDC, instead of information such as meeting agendas, be posted on the STDC notice boards, so that more members of the public could be informed of such activities.

29. The views of Mr WONG Ka-wing were summarised below:

- (a) he disagreed with the suggestion to spend more money to add an expensive electronic feature to the existing notice boards. He opined that the focus should be placed on how to make better use of the existing notice boards to convey information to members of the public;
- (b) according to the estimates, around \$200 were spent on cleaning and decorating each notice board every month. He opined that the service quality of the service providers was proportional to the STDC's resources spent on cleaning and decorating the notice boards;

- (c) as most of the members of the public could conveniently obtain the latest information about the STDC on its website, he therefore agreed that it was unnecessary to post information, such as meeting agendas and minutes, on the notice boards. Instead, he suggested posting colour posters of activities supported by the STDC on the notice boards to attract attention;
- (d) he suggested the district office of each district assist in updating the information of the notice boards to save resources; and
- (e) he asked the Secretariat and the Working Group on Public Relations and Publicity to review the issues regarding the use and management of the notice boards before the next term of the DC commenced.

30. The views of Mr HO Hau-cheung were summarised below:

- (a) many years ago, the STDC set up the notice boards as communication channels with the public for their easy access to the STDC information. As times had changed, he opined that the usefulness and functions of the existing notice boards could be reviewed, such as the ways to manage and make good use of the existing notice boards, if the number of notice boards should be adjusted, etc. He cited telephone kiosks and bus stations on the streets as examples, and said that the telecommunication companies and bus companies concerned were planning to upgrade the functionalities of those kiosks and bus stations, so as to turn them into information kiosks of the new generation which would make it easier for members of the public to obtain the latest information; and
- (b) he suggested the Working Group on Public Relations and Publicity follow up on the notice board management issue and collect members' opinions on the matter, so as to figure out a direction of how to handle the notice boards before April 2019.

31. Mr LI Sai-wing agreed that the current cleaning and refreshing progress of the notice boards was unsatisfactory. However, since some members of the public still could not obtain the STDC information through the internet presently, the notice boards still served a function of disseminating information to the public. He suggested the Working Group on Public Relations and Publicity follow up on the management of the notice boards and the relevant issues.

32. Mr David HO gave a consolidated response as follows:

- (a) the Secretariat would strengthen its monitoring of the service providers' service quality as well as its management of the notice boards. If the funding application was passed, the Secretariat would include the relevant terms in the quotations to request service providers to provide it with photographs of the notice boards in order to assess the cleanliness of the notice boards and the service quality of the service providers. Besides, work record cards would be placed on the notice boards, and the photographs that service providers submitted to the Secretariat would have to clearly show the contents on the cards, such as the dates of updates;
- (b) it was estimated that the notice boards would be updated every two weeks. However, during periods of frequent meetings, the service providers would have to raise the update frequency according to the actual needs;

- (c) when following up on the notice boards' update progress in the past, the Secretariat found that some of the service providers would postpone the updates if the locks happened to be broken, but they failed to report the problem to the Secretariat in a timely manner. The Secretariat would step up its efforts to educate the service providers and would require them to report to the Secretariat as soon as possible when they found the locks broken, so that repair arrangements could be made. The service providers would also be required to post the updated information on the door of the notice board to inform members of the public of the updated information;
- (d) since the constituency boundaries in the Sha Tin District had changed, some of the constituencies currently had more than one notice board while four constituencies had none. The Secretariat had sent letters to DC Members of the constituencies concerned to invite them to give opinions on the setting up of a notice board. The opinions received had been passed on to district minor works programmes for follow-up. If Members would like to suggest other locations to set up the notice boards, they could notify the Secretariat for follow-up;
- (e) the Secretariat would relay the above members' opinions regarding the notice boards and report the current situation of the notice boards at the next meeting of the Working Group on Public Relations and Publicity, so that the working group could consider reviewing the operational arrangements for the notice boards; and
- (f) as the funding had yet to be passed, service providers had not been invited for quotations for the cleaning and decorating of the STDC notice boards for the 2018-19 financial year. He asked members to consider endorsing the funding application.

33. The Chairman asked members to vote on the above paper. The FGAC did not pass the above funding application with 11 votes in favour, 15 against, 3 abstentions and 2 attending members not casting a vote.

Information Item

Report of the Working Group
(Paper No. FGA 14/2018)

34. The FGAC noted the above paper.

Information Paper

Report on the Financial Account of the Sha Tin District Council (as at 28 February 2018)
(Paper No. FGA 15/2018)

35. The FGAC noted the above paper.

Date of Next Meeting

36. The next meeting was scheduled to be held at 2:30 pm on 15 May 2018 (Tuesday).

37. The meeting was adjourned at 3:42 pm.

Sha Tin District Council Secretariat
STDC 13/15/50

May 2018