

OPENING REMARKS

The Chairman welcomed all to the meeting and introduced the following persons –

- (a) Mr CHOW Ka-yin who attended the meeting on behalf of Mr Bowen LIAO as representative of the Hong Kong Seamen's Union;
- (b) Dr LAU Ming-ho who attended the meeting on behalf of Dr LEUNG Yiu-hong as representative of the Department of Health;
- (c) Miss Gloria KAM who had replaced Ms Cecilia CHAN as representative of the Labour Department;
- (d) Mr Jammy NG who attended the meeting in the capacity of Acting General Manager/Shipping Registry & Seafarers as representative of the Marine Department; and
- (e) Ms Jessica LAM of the Marine Department who sat in the meeting.

AGENDA ITEMS

I. Minutes of the Last Meeting held on 29 March 2019

2. The Secretary informed Members that the minutes of the last meeting were circulated to Members for comments in April 2019 and no amendment was received. The minutes were confirmed and signed by the Chairman.

II. Declaration of Interests

3. The Secretary briefed new Members and reminded others that since 2002, the Committee had adopted a one-tier system for declaration of interests whereby the Chairman/a Member was required to disclose his/her interest at the meeting when he/she considered that there was a potential conflict of interest in a matter placed before the Committee. All cases of declaration of interests should be recorded in the minutes of the meeting. The meeting noted the one-tier declaration of interests system and the Chairman and Members had no interest to declare for the meeting.

III. Change of Key Controller

4. The Secretary briefed Members on the change of one of the key controllers of the bank account for the Committee in the Hong Kong and Shanghai Banking Corporation Limited. With effect from 17 September 2019, Ms LAM Yee-hung took up the role of Assistant Secretary of the Committee vice Ms CHOW Choi-ngor and change of the bank record would be arranged.

IV. Discussion Items

(a) Accounts for the Year Ended 31 March 2019

5. The meeting noted the following financial position of the Committee for the year ended 31 March 2019 as set out on page 2 of the financial statement which had been circulated to Members before the meeting –

	HK\$
Income	167,890
Expenditure	165,200
Surplus	2,690
Surplus at the beginning of the year (i.e. 1 April 2018)	31,884
Surplus at the end of the year (i.e. 31 March 2019)	34,574

6. The meeting noted that the Marine Department's Internal Auditor had served as the Honorary Auditor for the Committee. Members endorsed the Committee's account unanimously.

(b) Potential Donors for 2019-20

7. The Secretary said that a list of recommended donors (donors who had made donations to the Committee in 2018-19) and a list of potential donors for 2019-20 had been circulated to Members together with the agenda of the meeting.

8. The Chairman remarked that the lists should be kept up-to-date as they were the primary sources of donations. He further advised that the contact person of item 13 in Appendix C should be deleted while the Hong Kong Seamen's Union should be included in the list of potential donor. The Secretary invited Members' assistance to review the lists of recommended and potential donors to include additional entries and remove the obsolete ones to maintain the lists up-to-date as far as practicable. Members were invited to let the Secretary have the proposed additions and/or deletions to the lists after the meeting by end September 2019. The appeal letters would be

issued to the potential donors in the name of the Chairman on behalf of the Committee in November/December 2019.

(c) Draft Annual Report for 2018-19

9. The Secretary reported that a copy of the draft Annual Report for 2018-19 had been sent to Members before the meeting. The Report gave a detailed account of the work and achievements of the two voluntary agencies, namely The Sailors Home and Mission to Seafarers and Danish Seamen's Church, Hong Kong, with a view to impressing upon the potential donors on the need to support this very worthy cause in providing social and recreational welfare for seafarers visiting Hong Kong and those temporarily residing in Hong Kong. The Secretary highlighted a number of activities of the two agencies. The Annual Report would be enclosed in the letters to be sent to the potential donors to appeal for their donations which would mainly be used for supporting the two voluntary agencies.

10. The Chairman invited Members to let the Secretary have their inputs/comments on the draft Annual Report by end September 2019.

V. Any Other Business

11. Members had no other issues to raise at the meeting.

VI. Date of Next Meeting

12. The Chairman said that the next meeting would be held in six months' time, i.e. around March 2020. Members would be informed of the details in due course.

13. There being no other business, the meeting ended at 3:00 p.m.

No signature on website copy
(Mr FENG Jia-pei, Gilbert)
Chairman

No signature on website copy
(Ms Fausta NG)
Secretary

The minutes of the meeting were confirmed via circulation of email on 25 March 2020.

Port Welfare Committee
March 2020