

**Summary of Minutes of the 11<sup>th</sup> Meeting of  
the Finance, Administration and Publicity Committee (2014-2015)**

**Meeting**

The Finance, Administration and Publicity Committee (“FAPC”) held its eleventh meeting on 28 August 2015.

**Deadlines for Applications for District Council (“DC”) Funds for Community Involvement Projects**

2. The FAPC endorsed the contents of the paper. The Chairman asked the Secretariat to write to district organisations informing them about the deadlines for applications for DC funds in 2016-17.

**DC Funds Applications (Projects to be Held or Commenced between October and December 2015)**

3. The FAPC endorsed an allocation of \$207,994 for a total of 76 funding applications.

**DC Funds Applications (Projects to be Held or Commenced between January and March 2016)**

4. The FAPC gave in-principle support to the allocation of \$754,646 for 143 funding applications. The applications involving the funding of more than \$100,000 would be submitted to the Tuen Mun District Council (“TMDC”) for consideration and tabled at the first meeting of the TMDC of the next term for confirmation.

5. The Chairman reminded Members that the first meeting of the TMDC of the new term would be held in early January 2016, which would be followed by the formation of the committees and their respective working groups and steering groups. The actual arrangements for the implementation of individual activities in the new term of the TMDC would be considered at its meeting in January 2016.

**DC Funds Applications (Projects to be Held or Commenced between September 2015 and March 2016)**

6. According to the HAD’s instructions, a DC should not commit items of expenditure extending beyond its current term, but if any DC-endorsed projects were commenced in the current DC term and were still on-going in the first three months of the new DC term, they were not required to be further endorsed by the DC of the new term. The FAPC endorsed an allocation of \$223,000 for three funding applications that met the said criterion.

**DC Funds Applications (Projects to be Held or Commenced between March 2016 and February 2017)**

7. The FAPC gave in-principle support to the allocation of \$5,270,379 for four funding applications. The applications involving the funding of more than \$100,000 would be submitted to the TMDC for consideration and tabled at the first meeting of the TMDC of the next term for confirmation. Besides, the FAPC noted that the salaries of the full-time contract staff employed with TMDC Funds had increased by 4.62% with effect from 1 August 2015.

### **Cases on DC Funded Project**

8. The activity in this case had originally been scheduled to be held for four days in May 2015. Though it had been suspended for two days due to rainy weather, payments had been made for some of the expenditures. The information provided by the organisation concerned showed that it would like to apply for a reimbursement of \$55,400 and the amounts of some expenditures had been cut proportionately by 50% of the originally approved amounts. After discussion, the FAPC agreed to make a reimbursement at the amount suggested by the organisation. After the Secretariat's examination of the supporting documents provided by the organiser, the reimbursement would be made as suggested by the organisation if the relevant funding rules were complied with.

### **Position of TMDC Funds up to 17 August 2015**

9. The FAPC noted that as at 17 August 2015, the TMDC had allocated a total of \$26,444,887 for subsidising 964 community involvement activities.

### **Report on Matters Relating to TMDC Wall Calendars and Red Packets for 2016 and the TMDC Work Report 2014-2015**

10. The FAPC endorsed the contents of the report of the working group, which included: (a) selecting Kwong Wing Calendar Printing Limited as the contractor for the production of one million red packets and 4 000 wall calendars at a total cost of \$147,200; and (b) selecting Concentric Industrial Company as the contractor for the production of 3 000 copies of the 44-page TMDC Work Report at a cost of \$41,550, plus a provision of \$8,000 for postage. Besides, the FAPC confirmed the photo arrangements for the wall calendars and layout of the red packets. And as in the previous year, the selected red packets would be printed with the message "recycling for the environment" at their lower parts. As the operation of the TMDC would be suspended later, the FAPC agreed that the Secretariat would handle the follow-up work including the printing of the wall calendars, red packets and work report during the suspension.

11. A Member opined that it was more appropriate for the wall calendars to be distributed by TMDC Members of the current term, and hoped that the calendars could be distributed as early as possible in this year. As the DC election would be held in November this year, the FAPC agreed that TMDC Members might assist in distributing the calendars after the election. Moreover, the FAPC requested the Working Group on Matters Relating to 2016 TMDC Calendars and TMDC Work Report 2014-2015 to follow up on the distribution list and related arrangements.

12. At its meeting to be held on 10 September 2015, the working group would amend the distribution list for the wall calendars and suggest the time and arrangements for the distribution of the calendars, red packets and the TMDC Work Report 2014-2015. The working group would also determine on the theme, captions and photos of the calendar.

Secretariat, Tuen Mun District Council

Date: 10 September 2015

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