

**Summary of Minutes of the 2nd Meeting of
the Finance, Administration and Publicity Committee (2014-2015)**

Meeting

The Finance, Administration and Publicity Committee (“FAPC”) held its second meeting on 14 February 2014.

Terms of Reference of the FAPC (2014-2015)

3. Members noted the terms of reference of FAPC endorsed by the Tuen Mun District Council (TMDC).

Formation of Working Groups under the FAPC (2014-2015)

4. FAPC endorsed that it was not necessary to set up any working groups at the present stage.

DC Funds Applications (Projects to be held or Commence between April 2014 and November 2014)

5. FAPC endorsed the allocation of \$3,553,542.5 to a total of 357 funding applications. Applications involved funding of \$100,000 or above would be submitted to TMDC for confirmation. FAPC also agreed that the Pentecostal Church of Hong Kong Sheltered Workshop hiring disabled people would be engaged again to provide district council notice board cleansing and notice posting services.

Revising the Funding Application for the Pilot Scheme of Extension of Opening Hours of Community Halls/Centres

6. FAPC endorsed the application for additional funding of \$33,410 in respect of the Pilot Scheme of Extension of Opening Hours of Community Halls/Centres for the financial year 2013-2014 and the application for additional funding of \$4,856 regarding the same pilot scheme for the financial year 2014-2015.

Arrangements for Observing Meetings of Tuen Mun District Council and its Committees

7. FAPC discussed whether members of the public should be allowed to perform

“standing observation” and whether members of the public observing meetings should be allowed to speak at the meeting. After discussion, FAPC resolved that the usual practice of reserving seats on a first-come-first-served basis would be maintained. In other words, members of the public would not be allowed to visit the conference room if the public gallery was already full. FAPC also agreed that the practice of not allowing members of the public observing meetings to speak at the meeting would be maintained.

Position of TMDC Funds up to 29 January 2014

8. As at 29 January 2014, TMDC had allocated a total of \$27,784,838 for organising 1 270 community involvement projects.

Reduce the Use of Paper Cups

9. The Chairman said that at the previous TMDC meeting, Mr WONG Kam-sing, the Secretary for the Environment had appealed to the District Council (DC) to use less paper cups with a view to reducing waste. In response, the Secretariat had purchased a batch of new cups to serve tea at the meeting. Members could also consider bringing their own bottles or thermal flasks.

Bilingualism of DC Documents

10. A Member had previously requested for bilingualism of DC documents at the meeting of FAPC and FAPC had endorsed a series of improvement measures which had been implemented for six months since then. In this regard, the Chairman briefed Members on the implementation of the measures. As the Secretariat did not receive any request for English version of the respective DC documents, Members agreed that the current arrangement should be maintained.

District Council Fund

11. The Chairman reminded Committees and persons-in-charge of the activities held by Working Groups to submit receipts as soon as the activities were completed so that payments could be settled within the current financial year. The Chairman also asked Chairmen of Committees to consider adding the item of year plan and budget to their respective agendas or hold relevant discussions under “Any Other Business” by the end of the financial year.

Secretariat, Tuen Mun District Council

Date: 17 February 2014

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