

**Summary of Minutes of the 5th Meeting of
the Finance, Administration and Publicity Committee (2014-2015)**

Meeting

The Finance, Administration and Publicity Committee (“FAPC”) held its 5th meeting on 8 August 2014.

Printing of 2015 Tuen Mun District Council (“TMDC”) Calendars and Red Packets

2. The FAPC endorsed the appointment of Kwong Wing Calendar Printing Ltd. offering the lowest quotation as the contractor to print one million red packets and 12 410 colour calendars at a total cost of \$236,992. The FAPC commented on the contents of the calendars, and endorsed the selection of most photos. To facilitate early production and distribution of the TMDC calendars, the FAPC agreed to authorise the Working Group on Matters Relating to 2015 TMDC Calendars to choose and confirm the remaining photos, which would be circulated to Members for reference.

3. With regard to the number of red packets to be distributed, the Chairman asked the Members who needed fewer red packets to inform the Secretariat as soon as possible for arrangement. Members selected the design of red packets for this year after the meeting.

Location for Reprovisioning of TMDC Notice Board

4. The FAPC endorsed the reprovisioning of the notice board near On Ting Estate bus stop by The Link Management Limited.

TMDC Funds Applications (Projects to be Held or Commence between August 2014 and March 2015)

5. The FAPC endorsed the allocation of \$4,017,490 to a total of 42 funding applications. Applications involving funding of \$100,000 or above would be submitted to the TMDC for confirmation.

Cross-Year TMDC Funds Applications (Projects to be Held or Commence between October 2014 and September 2015)

6. The FAPC endorsed the allocation of \$899,995 to a total of four funding applications for cross-year projects organised by the Steering Group on Community Reading under the District Facilities Management Committee.

Funding Applications for Community Participation Initiative on Environmental Protection

7. The FAPC endorsed the allocation of \$299,900 to a total of five funding applications for projects funded by the Environmental Protection Department.

Case on TMDC-Funded Project

8. The TMDC-funded project involved in this case had been co-organised by the Salvation Army Tuen Mun East Integrated Service for Young People and the Working Group on Education and Youth Services under the Social Services Committee (“SSC”). The funding for the project had been cancelled due to a discrepancy between the name of organiser in the application form and on the promotional materials and receipts. An appeal against this decision had been lodged and discussed at the FAPC meeting. Members considered that no dishonesty or misconduct had been involved in this case of technical error. Yet, as the

discrepancy was unacceptable in the accounting and audit procedures, the appeal was eventually rejected to ensure fairness and avoid setting a precedent.

Revision on Budget of TMDC Funds

9. The FAPC agreed that the estimated provision allocated to the Environment, Hygiene and District Development Committee (“EHDDC”) and the SSC would be revised as follows:

EHDDC

Working Group	Original Estimated Provision (\$)	Revised Estimated Provision (\$)
Working Group on Tuen Mun Environmental Protection Activities	235,000	222,500
Working Group on Markets and Illegal Hawking Activities	33,000	45,500
EHDDC Total	268,000	268,000

SSC

Working Group	Original Estimated Provision (\$)	Revised Estimated Provision (\$)
Working Group on Medical and Rehabilitation Services	220,000	224,555
Working Group on Community Care	220,000	215,445
Working Group on Education and Youth Services	194,000	194,000
SSC Total	634,000	634,000

Arrangements for Handling Cases Involving Repeated Breaches of TMDC Funding Guidelines

10. The FAPC endorsed the arrangements for punishing organisations in repeated breaches of the TMDC Funding Guidelines. Any new application submitted by an applicant whose funding had been cancelled or who had been issued a warning letter for breaching the TMDC Funding Guidelines on two or more occasions in the last and current financial years (“FY”) would not be entertained. This proposal would be effective on a pilot basis from the next round of funding approval until the expiry of the current TMDC term. A review to determine its suitability would follow.

Position of TMDC Funds up to 23 July 2014

11. As at 23 July 2014, the TMDC had allocated a total of \$22,033,317 for organising 943 community involvement projects.

Pay Adjustment of Dedicated Staff Employed with TMDC Funds

12. A pay increase of 4.71% for full-time contract staff employed with the TMDC funds had taken effect from 1 August 2014. It was expected that the TMDC funds for FY 2014-15 would be adequate to cover the difference arising from the salary adjustment.

Secretariat, Tuen Mun District Council
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