

Minutes of the 10th Meeting of
the Finance, Administration and Publicity Committee (2016-2017) of
the Tuen Mun District Council

Date: 16 June 2017 (Friday)

Time: 9:31 a.m.

Venue: Tuen Mun District Council (TMDC) Conference Room

<u>Present</u>		<u>Time of Arrival</u>	<u>Time of Departure</u>
Mr AU Chi-yuen (Chairman)	TMDC Member	9:30 a.m.	End of meeting
The Hon HO Kwan-yiu, JP (Vice-chairman)	TMDC Member	9:32 a.m.	End of meeting
Mr LEUNG Kin-man, BBS, MH, JP	TMDC Chairman	9:30 a.m.	End of meeting
Mr LEE Hung-sham, Lothar, MH	TMDC Vice-chairman	9:30 a.m.	End of meeting
Mr SO Shiu-shing	TMDC Member	9:40 a.m.	End of meeting
Mr TO Shek-yuen, MH	TMDC Member	9:30 a.m.	End of meeting
Ms KONG Fung-yi	TMDC Member	9:30 a.m.	End of meeting
Mr CHAN Yau-hoi, BBS, MH, JP	TMDC Member	9:30 a.m.	End of meeting
Ms WONG Lai-sheung, Catherine	TMDC Member	9:30 a.m.	End of meeting
Ms HO Hang-mui	TMDC Member	9:30 a.m.	End of meeting
Mr LAM Chung-hoi	TMDC Member	9:30 a.m.	End of meeting
Ms CHING Chi-hung	TMDC Member	9:30 a.m.	End of meeting
Ms LUNG Shui-hing, MH	TMDC Member	9:30 a.m.	End of meeting
Mr CHAN Man-wah, MH	TMDC Member	9:30 a.m.	End of meeting
Ms CHU Shun-nga, Beatrice	TMDC Member	9:30 a.m.	End of meeting
Mr TSANG Hin-hong	TMDC Member	9:30 a.m.	End of meeting
Mr KAM Man-fung	TMDC Member	9:37 a.m.	End of meeting
Mr YIP Man-pan	TMDC Member	9:30 a.m.	End of meeting
Mr YEUNG Chi-hang	TMDC Member	9:30 a.m.	End of meeting
Mr YAN Siu-nam	TMDC Member	9:30 a.m.	End of meeting
Mr TAM Chun-yin	TMDC Member	9:30 a.m.	End of meeting
Ms LEE Wen-choi, Winnie (Secretary)	Executive Officer I (District Council) ² , Tuen Mun District Office, Home Affairs Department		

Absent with Apologies

Mr CHEUNG Hang-fai	TMDC Member
Ms SO Ka-man	TMDC Member
Mr MO Shing-fung	TMDC Member

In Attendance

Ms FUNG Ngar-wai, Aubrey	District Officer (Tuen Mun), Home Affairs Department
Mr LAU Chun-fai, Lawrence	Senior Executive Officer (District Council), Tuen Mun District Office, Home Affairs Department

I. Opening Remarks

The Chairman welcomed all present to the 10th meeting of the Finance, Administration and Publicity Committee (“FAPC”).

2. The Chairman said Members should note that Members who were aware of their personal interests in any matters discussed at the meeting should declare the interests before the discussion. The Chairman would, in accordance with Order 39(12) of the Tuen Mun District Council (“TMDC”) Standing Orders, decide whether the Members who had declared interests might speak or vote on the matters, might remain at the meeting as an observer, or should withdraw from the meeting. All cases of declaration of interests would be recorded in the minutes of the meeting.

II. Absence from Meeting

3. The Secretary reported that an application for leave of absence had been received from Ms SO Ka-man, who sought the FAPC’s consent to her leave of absence because she needed a rest after childbirth in May. As Members had no objection, the Chairman announced that Ms SO Ka-man’s application for leave of absence from the current meeting was accepted. The Secretary said no application for leave of absence had been received from other Members.

III. Confirmation of Minutes of the 9th Meeting

4. As Members proposed no amendments to the minutes of the 9th meeting of the FAPC (2016-2017), the Chairman announced that the minutes were confirmed.

IV. Discussion Items

(A) Applications for TMDC Funds (Projects to be Held or Commenced from August to November 2017)
(FAPC Paper No. 11/2017)

5. The Chairman said Members should note that during the discussion of the applications for TMDC Funds, if Members found that they had connections with any of the applications but such connections had not yet been stated in the Form for Declaration of Interests in Handling TMDC Funds or the Registration of District Council Member’s Interests, the Members were required to make declarations even if they did not intend to speak or vote on the matters concerned. Members should refrain from speaking on any matters in which they had interests; however, if they wished to speak or vote on the matters concerned, they should make a request to the Chairman beforehand. The Chairman would, in accordance with the Standing Orders, decide whether the Members might speak or vote on the matters concerned,

might remain at the meeting as observers, or should withdraw from the meeting.

6. Ms KONG Fung-yi declared interest as the chairman of Tuen Mun Forth Viewers and Tuen Mun Elderly United Association. She said she would neither speak nor vote on the applications by the above organisations. The Chairman said Ms KONG Fung-yi might remain at the meeting as an observer.

7. The Chairman said that set out in Items 327 and 328 of the paper were the funding applications in respect of “Printing of TMDC Work Report 2016-2017” and “Ordering of Wall Calendars and Red Packet Envelopes”. While matters such as the production arrangements in the applications and whether to form a working group for follow-up would come up for discussion in “Any Other Business”, he would like Members to note the contents of the funding applications and consider approving the funding.

8. The Chairman further said that set out in Item 331 of the paper was the funding application in respect of “Hiring Dedicated Staff to Assist in Performing District Council Duties”. With more funding to the TMDC for the current financial year, the workload in vetting applications for TMDC Funds and making reimbursement had greatly increased. The workload of the Tuen Mun District Office (“TMDO”) had also increased because government departments had provided the TMDC with various dedicated funding and the TMDC had formed a number of non-standing working groups in recent years. After reviewing the manpower requirements and work arrangements, the TMDO suggested employing one Executive Assistant, one Project Coordinator and two Project Assistants to handle the work. After hiring the above staff, the estimated drawdown required would not exceed the upper limit prescribed by the Home Affairs Department (“HAD”) or the estimated funding endorsed by the TMDC at its meeting on 2 May this year in respect of the project concerned. Members had no comments on the above application.

9. The Chairman added that two of the organisations in this round of applications had each been involved in a non-compliance case that had resulted in withdrawal of funding in the previous financial year. In the light of the approach adopted by the FAPC, if an organisation was involved in a total of two non-compliance cases in the previous and current financial years, their new applications would not be approved. As each of the organisations concerned had been involved in only one non-compliance case, their applications could still be

approved.

10. As Members had no comments, the Chairman announced that an allocation of \$5,271,858.5 was endorsed in respect of a total of 332 funding applications. Applications for funding of \$100,000 or above would be submitted to the TMDC for final endorsement.

(B) EPD Funds Applications for Community Participation Initiative on Environmental Protection

(FAPC Paper No. 12/2017)

11. The Chairman said the Environmental Protection Department (“EPD”) had allocated \$200,000 to the TMDC through the HAD for community participation initiatives. There was currently an application for a related initiative. As the EPD had stated that the initiatives should be subject to examination and approval in accordance with the procedure for allocation of TMDC Funds for community involvement programmes, the application was submitted to the FAPC for endorsement. As Members had no comments on the funding application, the Chairman announced that an allocation of \$12,000 was endorsed in respect of the funding application.

V. Reporting Items

(A) Position of TMDC Funds up to 31 March 2017

(FAPC Paper No. 10/2017)

12. The Chairman reported that as at 6 June 2017, the TMDC had allocated a total of \$18,229,476 to subsidise 406 community involvement activities.

(B) Case on Cancellation of Reimbursement of TMDC Funds

(FAPC Paper No. 14/2017)

13. The Chairman said the funding to the organisation in the current case was withdrawn because the organisation had failed without reasonable excuse to go through the reimbursement procedure within two months after the activity. He added that the Secretariat had repeatedly reminded the organisation to provide documents, but the organisation had failed to take follow-up action upon request. Also, it had not lodged an appeal against the withdrawal of funding within the time limit.

VI. Any Other Business

(A) Printing of 2018 TMDC Calendars and Red Packets and Printing of

TMDC Work Report 2016-2017

14. The Chairman said the committee undertook to order TMDC calendars and red packets each year to promote the TMDC, and it would also produce the TMDC Work Report biennially to report to residents about the TMDC's work in the previous couple of years. In view of this, the Chairman suggested that as in previous times, a non-standing working group should be formed to follow up on all the above production work, and the working group should report to the FAPC about the progress of its work later, so that the FAPC could make decisions on matters, such as the design and general contents of the above printed materials and the appointment of contractors, at the next meeting. As Members had no objection to the above arrangements, the Chairman invited Members' nominations for the convenor of the working group.

15. Mr Lothar LEE nominated Mr AU Chi-yuen, the FAPC Chairman, as the convenor of the working group, opining that the FAPC Chairman was experienced in following up on the matters concerned. The nomination was seconded by Mr TO Sheck-yuen. As there were no other nominations, the Chairman announced that he would act as the convenor of the working group. The Chairman went on to say that as the term of office of a non-standing working group should not exceed eight months, and the term of office of the FAPC would expire at the end of this year, the Chairman suggested the term of office of the working group run until the end of this year. Members had no objection to the suggestion. The Chairman would like the Secretary to write to Members after the meeting inviting them to join the working group. To further facilitate the work, the Chairman suggested the chairmen of all committees join the working group. Moreover, as the above production work required a large number of photos of Tuen Mun, the Chairman asked Members to try their best to provide the Secretariat with featured photos of the district for selection by the working group. A Member said the photos should be collected and examined carefully to avoid mistakes.

Secretary

16. There being no other business, the Chairman closed the meeting at 9:43 a.m. The next meeting would be held at 9:30 a.m. on 18 August 2017 (Friday).

Tuen Mun District Council Secretariat

Date: 10 August 2017

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