

Minutes of the 11th Meeting of
the Finance, Administration and Publicity Committee of
the Tuen Mun District Council

Date : 18 August 2017 (Friday)

Time : 9:30 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 |
| Mr LEUNG Kin-man, BBS, MH, JP | TMDC Chairman | 9:30 a.m. | End of meeting |
| Mr LEE Hung-sham, Lothar, BBS, MH | TMDC Vice-Chairman | 9:30 a.m. | End of meeting |
| Mr SO Shiu-shing | TMDC Member | 9:30 a.m. | End of meeting |
| Mr TO Shek-yuen, MH | TMDC Member | 9:33 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 | 9:31 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 | 9:36 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 | 9:32 a.m. | End of meeting |
| Mr CHEUNG Hang-fai | 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 | 9:32 a.m. | End of meeting |
| Ms SO Ka-man | TMDC Member | 9:30 a.m. | End of meeting |
| Mr KAM Man-fung | TMDC Member | 9:31 a.m. | End of meeting |
| Mr MO Shing-fung | TMDC Member | 9:57 a.m. | End of meeting |
| Mr YIP Man-pan | 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 CHU Kit-wa, Tracy (Secretary) | Executive Officer I (District Council)2, Tuen Mun District Office, Home Affairs Department | | |

Absent with Apologies

The Hon HO Kwan-yiu, JP
(Vice-chairman) TMDC Member

Mr Yeung Chi-hang TMDC Member

In Attendance

Ms FUNG Ngar-wai, Aubrey

Ms CHU Fung-chun, Canus

Mr LAU Chun-fai, Lawrence

District Officer (Tuen Mun), Home Affairs Department

Senior Liaison Officer (2) (Acting), Tuen Mun District Office,
Home Affairs Department

Senior Executive Officer (District Council), Tuen Mun
District Office, Home Affairs Department

I. Opening Remarks

The Chairman welcomed all to the 11th meeting of the Finance, Administration and Publicity Committee (“FAPC”).

2. The Chairman reminded Members that any Member who was aware of a personal interest in a discussion item should declare the interest before the discussion. The Chairman would, in accordance with Order 39(12) of the Tuen Mun District Council (“TMDC”) Standing Orders, decide whether the Member who had declared an interest might speak or vote on the matter, might remain in 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 Mr. HO Kwan-yiu, the Vice-Chairman, was absent due to other commitments, whereas Mr YEUNG Chi-hang applied for leave of absence on the ground of sickness.

(Post-meeting note: Mr YEUNG had submitted a medical certificate after the meeting in accordance with the TMDC Standing Orders; therefore, FAPC granted him leave of absence from the meeting.)

III. Confirmation of Minutes of The Last Meeting

4. As Members proposed no amendments to the minutes of the 10th meeting of the FAPC (2016-2017), the Chairman announced that the minutes were confirmed.

IV. New Discussion Items

(A) DC Funds Applications (Projects to be Held or Commence from August 2017 to March 2018)
(FAPC Paper No. 15/2017)

5. The Chairman reminded Members that during a discussion in handling District Council (“DC”) Funds, if they found themselves interested in an application for which they had not declared interests in the Declarations of Interests in Handling DC Funds or the Register of Members' Interests, they must do so despite that they did not intend to speak or vote on the related matters. The Chairman also reminded Members that during the discussion on applications for DC Funds, Members should refrain from speaking on any funding applications with which they found themselves associated, and that if they wished

to speak or vote on the funding applications concerned, they should make such a request to the Chairman before doing so. The Chairman would, in accordance with the TMDC Standing Orders, decide whether the Member might speak or vote on the matter, might remain in the meeting as an observer, or should withdraw from the meeting.

6. The Chairman drew Members' attention to the additional funding of \$290,058 required by the Leisure and Cultural Services Department ("LCSD") for the recreation and sports activity programmes organised in Tuen Mun as detailed in item 31-34 of the paper. At the beginning of this year, the Home Affairs Department ("HAD") had not announced the aggregate amount of funding for the 2017-18 Community Involvement Projects. In order not to disrupt the holding of the other activities, the FAPC endorsed the 2016-17 funds allocation of \$6,486,644 to LCSD for holding the 4 programmes in 2017-18. Due to the rising prices of commodities and the adjustment of salaries of the part-time staff, LCSD considered that the current funding was inadequate for organising the planned programmes of this year upon its recent review of the situation. To maintain the present level of services, it had to apply for an additional funding of \$290,058, hence increasing the total funding application to \$6,776,702 for the 4 programmes. The additional funds would be used in the recreation and sports activity programmes held in Tuen Mun between December this year and February next year, the said application had received support from the FAPC on 8 August this year.

7. As Members made no comments on the funding applications, the Chairman announced that an allocation of \$3,459,187 was endorsed for a total of 34 applications. Any funding application exceeding \$100,000 must be submitted to the District Council ("DC") for vetting and endorsement.

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

(FAPC Paper No. 16/2017)

8. The Chairman said the Environmental Protection Department ("EPD") offered \$200,000 for organising the Community Participation projects through HAD and three funding applications were submitted. As the EPD indicated that the applications must follow the processing and vetting procedures set for the Community Participation projects by the relevant DC, they were submitted to FAPC for endorsement.

9. As Members had no comments on the three applications for funding, the Chairman announced that an allocation of \$188,000 was endorsed for a total of three applications.

One of the funding applications exceeded \$100,000 and would be submitted to the TMDC for endorsement.

V. Reporting Items

(A) Position of TMDC Funds up to 4 August 2017
(FAPC Paper No. 17/2017)

10. The Chairman reported that as at 4 August 2017, the TMDC had allocated a total of \$23,480,369 for funding 738 community involvement activities.

11. Members noted the report.

(B) Use of DC Funds to Engage Dedicated Staff to Discharge DC Duties - District Council Staff Pay Adjustment
(FAPC Paper No. 18/2017)

12. The Chairman said the HAD had reviewed the pay scale for its non-civil service contract staff. After review, the HAD approved a pay increase of 2.94% for civil servants with a monthly salary of \$67,270 or below and 1.88% for those with monthly salary above \$67,270 effective from 1 August 2017. For TMDC, all civil servants (paid out of the DC funds) received monthly salaries below \$67,270 and were therefore entitled to a pay increase of 2.94%. The total pay increase for all civil servants under TMDC amounting to approximately \$71,000 would be paid out of “DC Funds to Engage Dedicated Staff to Discharge DC Duties - District Council Staff Pay Adjustment”, which was approved earlier on.

13. Members noted the report.

(C) Report of Working Group on Matters Relating to 2018 TMDC Calendars and TMDC Work Report 2016-17
(FAPC Paper No. 19/2017)

14. The Chairman, also the convener of the captioned working group reported that the working group had invited quotations for the 2018 TMDC Calendars and received three valid quotations. After scrutiny, the working group recommended Kwong Wing Calendar Printing Limited (which submitted the lowest quotation) to the FAPC and suggested the quantity of calendars to be printed, as well as the name list of calendar recipients. FAPC concurred in the proposals made by the working group in the work Report.

15. The Secretary then showed the pictures of calendars suggested by the working group by powerpoint

16. Members made comments on the theme and content of each month of the calendar, which were summed up as follows:

January - Tuen Mun - Chek Lap Kok Link

Theme photo and illustration photo - FAPC reckoned that the photos supplied by the Highways Department (HyD) failed to bring out the features of the project. The Chairman requested the Secretariat to liaise with Hyd for the provision of more suitable photos;

February - Chinese New Year

Theme photo - FAPC agreed to use the photo of Tuen Mun Tin Hau Temple Lunar New Year Fair. In the photo, large red lanterns were hung at the entrance to the Fair, filling the photo with a festive atmosphere of a Chinese New;

Illustration photo - The FAPC was impressed by the happy new year festive atmosphere conveyed by the Chinese New Year citrus plants and flowers and the multitude of visitors in the fair; therefore, it agreed to use the photo for illustration.

A Member supplemented that the TMDC displayed new year lanterns annually; however, since the lanterns all used the animal (of the 12-year animal cycles) of the year as the theme of the design, the lanterns photo became unsuitable for use in the calendar of the following year. He suggested choosing other themes for the lanterns design in the coming year due to the aforesaid reason.

March - Hong Kong Games

Theme photo - FAPC congratulated the Tuen Mun Cheering Team on winning “The Best Local Characteristics Award” in the “6th Hong Kong Games Cheering Team Competition”, and agreed to use its competition photo in the calendar’

Illustration photo - FAPC chose the photo of performance by the Tuen Mun Cheering Team in the closing ceremony of the 6th Hong Kong Games for its symbolic attribute;

April - Tin Hau Festival

Theme photo - FAPC regarded dragon dancing as an important performance in the

celebration of the Tin Hau Festival, so it chose the dragon-dancing photo as the theme photo;

Illustration photo - FAPC reckoned that the rare decoration of the Tin Hau Festival Procession was worth to be introduced to the public and so, they chose that photo;

May - Tuen Mun Beach Festival

Theme photo - A Member suggested to use the photo with band performance on the beach as the theme photo because band concert was a core programme in the Tuen Mun Beach Festival. A Member indicated that some of the District Councillors appeared in the photo and so, over-publicity became a worry. Another Member recommended the photo with the falling-snow show for its uniqueness and colourful attraction, and also avoidance of publicity of individual District Councillors.

The Chairman, also the convener of the working group, viewed that the faces of the District Councillors in the photo could only be recognised upon magnification of countless times; also, the use of photo editing could easily blur the face of a person, which he believed the District Councillors in the photo would not mind. Furthermore, he stressed that the working group chose the photo because it exemplified the multi-elements of the Tuen Mun Beach Festival, e.g. green hills, sea bays, sand beaches, shows and activities;

Mr LAU Chun-fai, Lawrence of Tuen Mun District Office supplemented that according to Rule No. 3.3.3 of the TMDC Funding Guidelines on Implementation of “Community Involvement Projects”, projects intended to bring exclusive and/or personal benefits to individuals or small groups of individuals, or any activities that involved over-appreciation or over-publicity by individuals, businesses, political parties or political groups would not be funded. A deliberate enlargement of the face of a Member in a photo might be regarded as over-appreciation or over-publicity. However, if a Member was not a self-promoting participant, his/her conduct should not be regarded as over-appreciation or over-publicity or violating the relevant funding guidelines.

After discussion, FAPC resolved to choose the photo with band concert on the beach as the theme photo and ask the contractor to blur the faces of the Members on the photo;

Illustration photo - FAPC agreed to use the colourful photo with citizens playing inside the inflatable castle;

June - Tuen Mun Beach

Theme photo and illustration photo - FAPC reckoned that there were many beautiful beaches in Tuen Mun besides the Gold Coast, such as the Butterfly Beach and the Kadoorie Beach; so, the Secretariat was requested to gather more suitable beach photos to be the theme photo and illustration photo of June;

July - Carnivals in Celebration of the Return of Hong Kong to the Motherland

Theme photo - FAPC chose the photo of the Tuen Mun carnival “Celebration of the Return of Hong Kong to the Motherland” because its festive ambiance perfectly matched the theme of the month;

Illustration photo - FAPC agreed to use a photo which exhibited the joy and vigour of a group of children participating in the carnival;

August - Tuen Mun Education

Theme photo and illustration photo - FAPC chose photos of the primary and secondary schools in Tuen Mun to indicate that it valued the importance of education, which differed from the photos of Tuen Mun tertiary schools previously used for many years. To avoid labelling any particular school, FAPC resolved to use the photos of competitions taken in the Tuen Mun District Inter-Primary Schools Swimming Gala and Inter-Primary Schools Athletic Meet as the theme and illustration photos respectively.

September and November - Cultural and Recreational activities

Theme photo - FAPC reckoned that Tuen Mun District organised cultural and recreational activities every year, including both active and passive ones, and decided to use them as the themes for September and November. One photo of active activity and one of passive activity would be chosen for these two months. After discussion, FAPC resolved to use the photos of “Tai Ji Performance by a Thousand People and Masters” and “Tuen Mun Chinese Chess Tournament” as the theme and illustration photos for September respectively. As for November, the chosen theme photo was “Meet-the-Authors” taken in “Reading in Tuen Mun” festival, and the chosen illustration photo was the drama performance by a minority ethnic group in the Arts and Crafts Fair;

Secretary

October - Tuen Mun Transport

Theme photo and illustration photo - FAPC reckoned that the Shenzhen Bay Bridge was connected to the Deep Bay, and hence, closely related with the lives of the Tuen Mun residents; so, it decided to use the photo of the Bridge under sunshine as the theme photo,

and the night scenery of the Bridge as the illustration photo;

December - Christmas

Theme photo and illustration photo - FAPC had to decide between Winter Solstice and Christmas as the theme of December, and finally decided on the latter. FAPC agreed to use the 3-dimensional photo of the Tuen Mun Government Offices with Christmas lighting decoration as the theme photo, and the photo of the cover of the walkway of Tuen Mun Cultural Square with Christmas lighting decoration for illustration.

17. The Chairman concluded that for the calendar months with themes decided but not the photos, he requested the Secretariat to ask the relevant departments/organisations for more suitable photos. As the production schedule was tight, he suggested the Secretariat forward the photos directly to him for screening without consulting the FAPC. As for the red packets, as previous years, he requested Members to stay behind after meeting to select the suitable red packet pattern(s) for printing by a contractor (who would liaise with the Secretariat). Furthermore, on the lower part of the chosen red packets, the words “Unrelenting Support for Waste Recycling and Environmental Protection” would be printed. No Member objected to the above arrangement. The Chairman then requested the Secretariat to follow up on the engagement of a printing contractor and the printing matters.

(Post-meeting note: after the meeting, Members selected the red packet pattern(s) provided by the contractor (see [appendix 1](#)). Besides, the Secretariat had gathered more photos after the meeting. The Chairman had also selected the suitable ones for printing on the calendars. The photos selected for use on the calendar of 2018 were shown in [annex 2](#).)

18. The Chairman, also the convener of the working group, reported that the working group had invited quotations for printing the Tuen Mun District Council Report (2016-2017) and received three valid quotations. After scrutiny, the working group recommended New Century Printing Industrial Limited (which submitted the lowest quotation) to the FAPC, and suggested the quantity to be printed, as well as the name list of recipients. FAPC concurred in the proposals made by the working group in the work report and requested the Secretariat to follow up on the engagement of a printing contractor and the printing matters.

(D) Case on Cancellation of Reimbursement of DC Funds
(FAPC Paper No. 20/2017)

19. The Chairman said the organisation mentioned in the paper had not proceeded with the reimbursement of DC funds within two months of the completion of the activity, and had not provided any reasonable explanation either; so, the reimbursement was cancelled. The Secretariat had repeatedly reminded the said organisation to submit receipts, but was ignored. The said organisation had not applied for any review on the cancellation of the reimbursement.

20. Members noted the report.

VI. Any Other Business

21. A Member said that an enquiry had been received from a local organisation which had planned an activity on 23 July of this year, but it had to be postponed to August due to typhoon. The said organisation asked the Secretariat why the approval to reschedule the activity was not issued yet, whereupon the Secretariat replied that the same organisation could not apply for DC funds to organise two similar activities in the same funding period. The Member opined that the funding guideline only stipulated that applications for organising similar activities would not be entertained within the same period of funding application, but the activity in the case had to be rescheduled due to an unforeseeable circumstance, and therefore should be approved. After discussion, FAPC agreed that if an organisation could not carry out a DC funded activity due to bad weather (such as the hoisting of typhoon signal No. 8 or above or the rainstorm black warning signal) and had to reschedule the activity, leading to the situation of having two similar activities applied within the same funding period (that is, April to July, August to November, or December to March of the following year), then a discretionary consideration should be given to the case and it should not be considered as non-compliance of the guidelines.

22. A Member said that he had acted as an event observer for a DC funded youth training activity and had submitted the observer report. He enquired about the follow-up action taken by the Secretariat. The Member who was also the convener of the Working Group on Education and Youth Services said the working group had discussed about the report and had followed up with the co-organiser of the activity.

23. A Member proposed the DC to adjourn meetings for one month in August to give the District Councillors a break, beginning from next year. FAPC agreed to the proposal and would strive to arrange for adjournment for one month between July and August starting from 2018, on condition that it would not violate the Standing Orders of the Council.

24. There being no other business, the Chairman closed the meeting at 11:07 a.m. The next meeting would be held at 9:30 a.m. on 20 October 2017 (Friday).

Tuen Mun District Council Secretariat

Date: 11 October 2017

File Ref: HAD TM DC/13/25/FAPC/17