

Minutes of the 13th Meeting of
the Finance, Administration and Publicity Committee (2016-2017) of
the Tuen Mun District Council

Date: 15 December 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	9:34 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	9:31 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	9:33 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
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	9:30 a.m.	End of meeting
Ms SO Ka-man	TMDC Member	9:30 a.m.	End of meeting
Mr KAM Man-fung	TMDC Member	9:33 a.m.	9:46 a.m.
Mr MO Shing-fung	TMDC Member	9:35 a.m.	End of meeting
Mr YIP Man-pan	TMDC Member	9:39 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
Mr TSANG Tak-lung, Sam (Secretary)	Executive Officer I (District Council)2 (Acting), Tuen Mun District Office, Home Affairs Department		

Absent with Apologies

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

TMDC Member

By Invitation

Ms WONG Kam-fung

Senior Land Surveyor/Tuen Mun (District Survey Office,
Tuen Mun), Lands Department

Mr CHAN Kwong-choi

Principal Survey Officer/Tuen Mun (District Survey Office,
Tuen Mun), Lands Department

In Attendance

Ms FUNG Ngar-wai, Aubrey

District Officer (Tuen Mun), Home Affairs Department

Mr CHAU Ka-nin, Eric

Senior Liaison Officer (2), Tuen Mun District Office,
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 13th meeting of the Finance, Administration and Publicity Committee (“FAPC”).

2. The Chairman said the former Secretary, Ms CHU Kit-wa, Tracy, had left office in early December. On behalf of the FAPC, he welcomed Mr Sam TSANG, who held the position on a temporary basis, and thanked Ms Tracy CHU for the contributions she had made to the FAPC.

3. 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 observers, 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

4. The Secretary reported that no application for leave of absence had been received from Members.

III. Confirmation of Minutes of the 12th Meeting (2016-2017)

5. As Members proposed no amendments to the minutes of the 12th meeting of the FAPC (2016-2017), the Chairman announced that the minutes were confirmed.

IV. Discussion Items

(A) Proposed Street Names in Tuen Mun District
(FAPC Paper No. 25/2017)

6. The Chairman welcomed Ms WONG Kam-fung, Senior Land Surveyor/Tuen Mun (District Survey Office, Tuen Mun), and Mr CHAN Kwong-choi, Principal Survey Officer/Tuen Mun (District Survey Office, Tuen Mun), of the Lands Department (“LandsD”) to the meeting.

7. Ms WONG Kam-fung of the LandsD gave a PowerPoint presentation to briefly introduce the paper (see Annex 1 for details).

8. A Member said the proposed names would provide clear guidance for

pedestrians and motorists. The Member therefore supported the proposals.

9. As Members had no further comments, the Chairman announced that the street names were endorsed.

(B) Applications for TMDC Funds (Projects to be Held or Commenced from February 2018)
(FAPC Paper No. 26/2017)

10. 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.

11. As Members had no comments on the application in question, the Chairman announced that an allocation of \$17,900 was endorsed in respect of the application.

(C) Applications for TMDC Funds (Projects to be Held or Commence from March 2018 to June 2018)
(FAPC Paper No. 27/2017)

12. The Chairman said the Home Affairs Department ("HAD") had not yet announced the amount of TMDC Funds for the next financial year (i.e. the 2018-2019 financial year), but departments had to draw up the work plans for the coming year and it took time to organise activities, so it was necessary for the FAPC to discuss the applications for funding in the next financial year beforehand. The Chairman elaborated on certain applications as follows:

(i) Use of TMDC Funds to Hire Specific Staff to Assist in TMDC in Performing Duties

The Chairman said that after the review of work and staffing in the previous year, it was proposed that the arrangements in the previous year be adhered

to, by which contract staff would continue to be employed in the next financial year to assist the TMDC in performing duties, with an estimated total expenditure not exceeding the cap of 15% of the total amount of TMDC Funds for the 2018-2019 financial year.

(ii) **Recreation and Sports Activities, Entertainment Programmes and Public Library Extension Activities Held by Leisure and Cultural Services Department in Tuen Mun in 2018-19**

The Chairman said the applications had been endorsed at the meeting of the District Facilities Management Committee held on 5 December this year. Moreover, as the 2017-2018 financial year would end in March, the expenditures on the Leisure and Cultural Services Department's activities to be held in March 2018 would be carried forward to the 2018-2019 financial year for payment. The arrangements concerned were set out in the paper.

(iii) **Cleaning of TMDC's Notice Boards and Posting of TMDC Reports**

The Chairman asked Members whether they agreed that the practice of open invitation for quotations be adhered to in the year 2018-2019 and that only organisations for the disabled be invited to submit quotations. As Members had no comments, the Chairman asked the Secretariat to follow up on quotation arrangements so that the FAPC could make a decision on the appointment of a suitable contractor.

(iv) **2018 Tuen Mun Dragon Boat Race**

The Chairman said the TMDC had decided at its meeting in May 2017 that the estimated amount of funding for the event be increased by 15% in the year 2018-2019, and the amount being applied for was within the estimated amount of funding.

13. The Chairman concluded by saying that the Secretariat recommended the allocation of \$14,715,828 in total for 15 funding applications. As Members had no further comments, the Chairman announced that the above funding applications were endorsed. Applications for funding of \$100,000 or more would be submitted to the TMDC for final endorsement at its meeting.

V. Reporting Items**(A) Position of TMDC Funds up to 4 December 2017**
(FAPC Paper No. 28/2017)

14. The Chairman said that as at 4 December 2017, the TMDC had allocated a total of \$30,846,614 to subsidise 1 070 community involvement activities.

15. Members noted the contents of the report.

VI. Any Other Business**Distribution of 2018 Calendars and Red Packet Envelopes**

16. The Chairman said the Secretariat had arranged to distribute the 2018 calendars and red packet envelopes at 9:00 a.m. on 20 December 2017 (Wednesday) at the podium of Tuen Mun Government Offices. Besides, in view of the recommendations made by the Working Group on Matters Relating to 2018 TMDC Calendars and TMDC Work Report 2016-2017, the Secretariat had arranged to distribute the calendars and red packet envelopes at 2:00 p.m. on 21 December 2017 (Thursday) at Butterfly Bay Community Centre. The Secretariat had sent a letter to mutual aid committees and owners' corporations in the district on 11 December 2017 and posted a notice on notice boards to inform residents about the above arrangements. The Chairman asked Members to assist in informing residents about the above arrangements for the distribution of the calendars and red packet envelopes.

17. Members made comments on the arrangements for the distribution of the 2018 calendars and red packet envelopes, which are summarised as follows:

- (i) A Member said many residents had enquired about the date for calendar distribution, but the Member's office had not received the calendars and red packet envelopes as yet;
- (ii) A Member said the calendars and red packet envelopes had been received, and TMDC Members would receive the goods on different dates because the contractor might deliver them in separate batches;
- (iii) A Member said TMDC Members had merely been told that the calendars and red packet envelopes would be delivered in mid-December, but they did not know the exact date, so they could hardly make arrangements accordingly;

- (iv) A Member did not understand why the delivery date was still later than that in the previous year despite the fact that the calendars and red packet envelopes for the current year had been finalised a long time before. The Member hoped the Secretariat would have a review with the contractor and request the contractor to give an explanation. Besides, the Member suggested the working group concerned make early preparations for the production of the calendars and red packet envelopes and bring forward the distribution to mid or late November and early December;
- (v) A Member said it was possible to arrange distribution in late November or early December, since the calendars produced by the Member's office had been finalised and sent to a contractor for production as early as September or October;
- (vi) A Member suggested the Secretariat specify the delivery date and the penalty for late delivery in the quotation requirements for the coming year;
- (vii) A Member said the ratios of some pictures in the calendar were distorted after cropping and the resolutions of some pictures were relatively low; and
- (viii) A Member said the Steering Group on District Arts planned to organise a photo competition and requested the pictures concerned for use by the TMDC, hoping that more quality pictures could be provided for the production of the 2019 calendars.

18. The Chairman asked the Secretariat when the finalised versions were provided for the contractor. Besides, he suggested that next year the FAPC should discuss the matter concerned at an earlier time and consider requesting the contractor to undertake to take photos for calendar production.

19. The Secretary said that the FAPC raised the matter concerning the arrangements for the production of the next year's calendars and red packet envelopes for discussion at its meeting in each June and formed the related working group for follow-up in July, in order that the finalised versions of the calendars and red packet envelopes could be provided for the contractor in mid-November. The contractor was required to complete the production and deliver the goods to the

Secretariat and the offices of TMDC Members within one month. As some of the pictures earlier selected by the FAPC had failed to meet the printing requirements, the Secretariat had spent time to select other pictures with the Chairman and do the proofreading work all over again, and as a result, the delivery date for calendars and red packet envelopes was a little bit later than that in the previous year. In view of this, the Secretariat would as far as possible ensure the quality of pictures could meet the printing requirements in the coming year to prevent the same problem from happening again. On delivery arrangements, the Secretariat had sent a letter to all TMDC Members on 11 December informing them that the calendars and red packet envelopes for this year would be delivered to their offices from 13 to 15 and from 18 to 19 December, and TMDC Members would receive the calendars and red packet envelopes on different dates because the contractor would deliver the goods in separate batches. Yet, the Secretariat had reminded the contractor to expedite the delivery of goods as far as possible.

20. In addition, Mr Lawrence LAU, Senior Executive Officer (District Council) of the Tuen Mun District Office (“TMDO”) said that adhering to the previous practice, the FAPC would form a working group to follow up on the production of calendars and red packet envelopes only after the HAD announced the aggregate amount of the approved TMDC Funds for the financial year and the TMDC endorsed the draft funding budget for the year. In view of Members’ suggestions, the FAPC might bring forward the discussion of the matter concerned to the meeting to be held in April next year, so that the production work could be completed before the end of November.

21. The Chairman concluded by saying that next year the FAPC would discuss the matter concerned at an earlier time. Besides, he asked the Secretariat to collect pictures for calendar production from all the committees and working groups. Secretariat

Arrangements for Nomination and Selection of Co-opted Members of Committees

22. The Chairman said that at its meeting held on 7 November 2017, the TMDC had discussed the item “Arrangements for Nomination and Selection of Co-opted Members of Committees”, and resolved that the arrangements for the nomination and selection of co-opted members of committees of the new term in 2018-2019 should remain unchanged, while the arrangements in 2020-2021 should be subject to further discussion. In view of this, if Members wished to further

follow up on the above discussion item, they might, if necessary, submit papers to the FAPC of the new term in 2018-2019 for in-depth discussion on the arrangements for the nomination and selection of co-opted members of committees in 2020-2021.

23. A Member said the Secretariat had earlier released a list of nominations for co-opted members of committees of the new term, but the attendance rates of the nominees at the meetings of the committees of the current term were not provided in the list, whereas such information had been provided in the list of nominations in the previous term.

24. Mr Lawrence LAU of the TMDO responded that the Secretariat would pass the information concerned to the selection committee for reference. Some of the nominees had never served as co-opted members of committees, so the Secretariat had not provided the information to avoid confusion. If Members wished to know the details, the Secretariat could provide supplementary information separately.

25. A Member noted that there had been persons who had never served as co-opted members on the list of nominations in the previous term, but the list could still clearly show the attendance rate of each person at committee meetings. The Member did not understand why the practice for the new term was changed.

26. The Chairman asked the Secretariat to provide the supplementary Secretariat information concerned after the meeting.

[Post-meeting note: The Secretariat sent the information concerned to all TMDC Members for reference on 15 December 2017.]

Taking of Group Photo of TMDC Members

27. The Chairman said the TMDC would hold its 14th meeting on 9 January Secretariat 2018 (Tuesday) and the Secretariat would arrange to take a group photo of all TMDC Members at Tuen Mun Town Hall on the afternoon of that day. The related details would be provided later.

FAPC and Related Working Groups in New Term

28. The Chairman said the Chairman and Vice-chairman of the FAPC of the new term would be elected at the first FAPC meeting to be held on the morning of 9 January 2018 (Tuesday), and the formation of the working groups of the new term

would only be discussed at the second FAPC meeting. After the current term of office ended, all the working groups would have to continue to follow up on their activities and work until the working groups of the new term were formed. In view of this, the TMDC had agreed that the previous practice should be followed, in which the Convenors of the working groups should help follow up on their work.

29. A Member suggested the Secretariat specify the revisions when issuing the revised paper. The Chairman asked the Secretariat to follow up on this.

30. The Chairman closed the meeting at 10:08 a.m. The next meeting would be held on the morning of 9 January 2018 (Tuesday).

Tuen Mun District Council Secretariat

Date: 27 December 2017

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