

Minutes of the 2nd Meeting of
the Finance, Administration and Publicity Committee (2018-2019)of
the Tuen Mun District Council

Date : 23 February 2018 (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	9:31 a.m.	End of meeting
The Hon HO Kwan-yiu, JP (Vice-chairman)	TMDC Member	9:31 a.m.	End of meeting
Mr LEUNG Kin-man, BBS, MH, JP	TMDC Chairman	9:31 a.m.	End of meeting
Mr LEE Hung-sham, Lothar, BBS, MH	TMDC Vice-Chairman	9:36 a.m.	End of meeting
Mr SO Shiu-shing	TMDC Member	9:34 a.m.	End of meeting
Mr TO Shek-yuen, MH	TMDC Member	9:36 a.m.	End of meeting
Ms KONG Fung-yi	TMDC Member	9:31 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	9:31 a.m.	End of meeting
Ms LUNG Shui-hing, MH	TMDC Member	9:31 a.m.	End of meeting
Mr CHAN Man-wah, MH	TMDC Member	9:31 a.m.	End of meeting
Ms CHU Shun-nga, Beatrice	TMDC Member	9:31 a.m.	End of meeting
Mr TSANG Hin-hong	TMDC Member	9:31 a.m.	End of meeting
Ms SO Ka-man	TMDC Member	9:31 a.m.	End of meeting
Mr KAM Man-fung	TMDC Member	9:39 a.m.	End of meeting
Mr MO Shing-fung	TMDC Member	9:34 a.m.	End of meeting
Mr YIP Man-pan	TMDC Member	9:32 a.m.	End of meeting
Mr Yeung Chi-hang	TMDC Member	9:31 a.m.	End of meeting
Mr YAN Siu-nam	TMDC Member	9:31 a.m.	End of meeting
Mr TAM Chun-yin	TMDC Member	9:31 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		

In Attendance

Ms FUNG Ngar-wai, Aubrey

Mr CHAU Ka-nin, Eric

Mr LAU Chun-fai, Lawrence

District Officer (Tuen Mun), Home Affairs Department

Senior Liaison Officer (2),

Tuen Mun District Office, Home Affairs Department

Senior Executive Officer (District Council),

Tuen Mun District Office, Home Affairs Department

Absent with Apologies

Ms HO Hang-mui

Ms CHING Chi-hung

The Hon LAU IP-keung, Kenneth,

BBS, MH, JP

Mr CHAN Manwell, Leo

Mr CHEUNG Hang-fai

TMDC Member

TMDC Member

TMDC Member

TMDC Member

TMDC Member

I. Opening Remarks

The Chairman welcomed all present to the 2nd meeting of the Finance, Administration and Publicity Committee (“FAPC”) (2018-2019).

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 Standing Orders (“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

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

III. Confirmation of Minutes of the 13th Meeting (2016-2017) and the 1st Meeting (2018-2019)

4. As Members proposed no amendments to the above minutes, the Chairman announced that the minutes were confirmed.

IV. Discussion Items

(A) Terms of Reference of the FAPC (2018-2019)
(FAPC Paper No. 1/2018)

5. Members noted the paper.

6. As Members had no comments, the Chairman asked Members to note the terms of reference concerned.

(B) Formation of Working Groups under the FAPC (2018-2019)
(FAPC Paper No. 2/2018)

7. The FAPC endorsed the proposal set out in the paper to form the Working Group on Matters Relating to 2019 TMDC Calendars and Red Packets. The Chairman said that since the tenure of a non-standing working group could not exceed eight months, the tenure of the above working group would start from today

and end at 22 October of this year. If extension of the tenure of the working group was required, approval from the TMDC had to be sought.

8. The Chairman invited nomination for the convenorship of the working group.

9. Mr CHAN Yau-hoi nominated the Chairman as the convenor of the above working group, and the nomination was seconded by Mr Lothar LEE. The Chairman accepted the nomination.

10. There being no other nominations, the Chairman announced that he would serve as the convenor of the working group. The Chairman continued that to make the implementation of the work smoother, it was hoped that the chairmen of all committees could join the working group. Moreover, since the production required a lot of photographs of Tuen Mun district, he invited submission of photographs with district characteristics from Members to the Secretariat for the working group's selection. The Chairman also asked the Secretariat to, after the meeting, write to all Members, inviting them to join the working group.

[Post-meeting note: The Secretariat sent out the invitation on 23 February this year.]

(C) DC Funds Applications (Projects to be Held or Commence from April 2018 to July 2018)
(FAPC Paper No. 3/2018)

11. The Chairman reminded Members that during the discussion on the applications for DC Funds, if any Members found that their posts or capacity were related to any partner organisations or other district organisations of activities in the applications but the information concerned had not yet been stated in the Form for Declaration of Interests in Handling TMDC Funds or the Registration of DC 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 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.

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

13. The Chairman concluded that the Secretariat had recommended an allocation of \$2,559,873 in total for 312 funding applications. As Members had no other 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.

(D) Cleaning of DC Notice Boards and Posting of Notices on the Boards
(FAPC Paper No. 4/2018)

14. At its meeting in December 2017, the FAPC had resolved that organisations employing disabled persons be invited through open invitation to submit quotations in respect of the cleaning of DC notice boards and posting of notices on the boards. The Secretariat had then invited four sheltered workshops in Tuen Mun to submit quotations, but in the end only the reply made by the Pentecostal Church of HK Sheltered Workshop had been received.

15. A Member expressed support for the selection of the above organisation as the contractor and suggested that the Secretariat should pay attention to the market price when inviting quotation next year.

16. As Members raised no objection, the Chairman announced the appointment of the Pentecostal Church of HK Sheltered Workshop as the contractor.

(E) Claims for Reimbursement of Expenses on Meals Incurred by
Volunteers in Community Involvement Projects
(FAPC Paper No. 5/2018)

17. The Chairman said that the paper aimed at consulting Members on the arrangements for subvented organisations' reimbursement of prescribed expenses incurred by volunteers during the implementation of activities under Community Involvement Projects. The Home Affairs Department ("HAD") had recently reviewed the procedures for reimbursement of expenses incurred by volunteers and proposed that the reimbursement procedures concerned should be amended with a view to standardising the arrangements for reimbursement of volunteer allowance of

the 18 districts. According to the accounting procedures revised by the HAD, subvented organisations had to claim reimbursement of expenses incurred by volunteers on an accountable basis. They might choose to submit either the receipts or the Record Sheet of Payment Made to Volunteers. The paper proposed that to comply with the requirements of claiming reimbursement of expenses on an accountable basis, the subvented organisations of the TMDC should follow the current practice when claiming reimbursement of expenses incurred by volunteers, i.e. they just needed to complete the form and use the Record Sheet of Payment Made to Volunteers provided by the HAD. Since the HAD hoped that the 18 District Councils would all adopt the newly revised reimbursement procedures in the 2018-2019 financial year, the paper proposed that the arrangements concerned be implemented from April 2018.

18. As Members raised no objection, the Chairman announced the endorsement of the paper. He also asked the Secretariat to inform district organisations of the arrangements concerned at an appropriate time and upload the form to the website of TMDC for use by district organisations claiming reimbursement of the expenses concerned.

V. Reporting Items

(A) Position of TMDC Funds up to 6 February 2018

(FAPC Paper No. 6/2018)

19. The Chairman said that as at 6 February 2018, the TMDC had allocated a total of \$30,757,571 to subsidise 1,072 community involvement activities.

20. Members noted the contents of the report.

(B) Case on Cancellation of Reimbursement of DC Funds

(FAPC Paper No. 7/2018)

21. The Chairman remarked that since the three organisations mentioned in the paper had breached the requirements of the TMDC Funding Guidelines on Implementation of Community Involvement Projects, the funding concerned had been withdrawn. The Secretariat had informed the organisations concerned of the decision, and they had not lodged any appeal by the deadline.

22. Mr TO Shek-yuen declared interest as the chairman of Tuen Mun Sports Association Limited. He said that he would neither speak nor vote on the

applications by the above organisation. The Chairman said that Mr TO Shek-yuen might remain at the meeting as an observer.

23. Members noted the contents of the report.

VI. Any Other Business

24. The Chairman said that at the meeting of the Social Services Committee (“SSC”) held on 16 January this year, the SSC had discussed whether a proposer of a paper was allowed to mention his/her political affiliation in the paper submitted to the TMDC and its committees. The Secretariat had then checked the Standing Orders and consulted the Chairman of the TMDC in this regard, and confirmed that it was not stipulated in the Standing Orders that a proposer of a discussion paper might not mention his/her political affiliation in the paper. Notwithstanding this, a consensus on this matter had been reached among members of the TMDC some years ago. Since parameters regarding this had not been set in the Standing Orders, the FAPC could consider whether there was a need to include the parameters in the Standing Orders for the compliance of councilors and members of other committees. If Members’ initial views were that such a need was established, he would instruct the Secretariat to prepare a draft discussion paper for a detailed deliberation at the next FAPC meeting.

25. A Member remarked that as a proposer of a discussion paper should be responsible for the contents of the paper, there was no need to set the parameters concerned. The Member also hoped that the TMDC would adopt an open stance towards this matter.

26. The Chairman responded that a consensus on this matter had been reached among members of the TMDC some years ago. In view of the recent discussion of the SSC on this matter, the FAPC should review the arrangements concerned in an open manner. It should consider adding the relevant contents to the Standing Orders if necessary.

27. A Member suggested that the Secretariat should make reference to other District Councils’ parameters on submission of discussion papers to facilitate further discussion by the FAPC at its next meeting.

28. The Chairman asked the Secretariat to prepare the discussion paper

Secretariat

concerned.

29. The Chairman closed the meeting at 9:48 a.m. The next meeting would be held on the morning of 20 April 2018 (Friday).

Tuen Mun District Council Secretariat

Date: 19 March 2018

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