

Minutes of the 5<sup>th</sup> Meeting of  
the Finance, Administration and Publicity Committee of  
the Tuen Mun District Council

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Date : 12 August 2016 (Friday)

Time : 9:33 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, MH	TMDC Vice-Chairman	9:33 a.m.	End of meeting
Mr SO Shiu-shing	TMDC Member	9:34 a.m.	End of meeting
Mr TO Sheck-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	9:42 a.m.	11:15 a.m.
Ms HO Hang-mui	TMDC Member	9:36 a.m.	11:15 a.m.
Mr LAM Chung-hoi	TMDC Member	9:36 a.m.	End of meeting
Ms CHING Chi-hung	TMDC Member	9:34 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	9:38 a.m.	End of meeting
Mr CHEUNG Hang-fai	TMDC Member	9:33 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	9:36 a.m.	End of meeting
Ms SO Ka-man	TMDC Member	9:30 a.m.	End of meeting
Mr KAM Man-fung	TMDC Member	9:40 a.m.	End of meeting
Mr MO Shing-fung	TMDC Member	9:40 a.m.	End of meeting
Mr YIP Man-pan	TMDC Member	9:32 a.m.	End of meeting
Mr Yeung Chi-hang	TMDC Member	9:30 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) <sup>2</sup> , Tuen Mun District Office, Home Affairs Department		

Absent with Apologies

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

Mr CHAN Manwell, Leo TMDC Member

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 to the 5<sup>th</sup> meeting of the Finance, Administration and Publicity Committee (“FAPC”).

2. The Chairman asked Members to note 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 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 Meetings

3. The Secretary said an application for leave of absence had been received from the Vice-chairman, Mr. HO Kwan-yiu.

III. Confirmation of Minutes of the Last Meeting

4. As no amendment was proposed by Members, the Chairman announced that the minutes of the 4<sup>th</sup> meeting of the FAPC (2016-17) were confirmed.

IV. Matters Arising

5. The Chairman said that as the content of the Matter Arising (E) was related to the application for funds for one of the activities of Matter Arising (A), Members were consulted whether they agreed to discuss Matter Arising (E) “Application for Revision to DC Funds to Tuen Mun District Civic Education Committee” in the first instance. Members agreed with the arrangement concerned.

(E) Application for Revision to DC Funds to Tuen Mun District Civic Education Committee

(FAPC Paper No. 18/2016)

6. The Chairman said that as the remaining funds of the Tuen Mun District Civic Education Committee (“CEC”) were not enough to hold the rest of the activities as planned and there was a surplus of \$9,000 from an activity completed some time ago, the CEC hoped to revise its estimated budget to try to use up the funds originally reserved for the committee. There were no objections to the arrangement from Members so the Chairman announced that the recommendation in

the paper was endorsed and the revision would be submitted to the District Council (“DC”) for approval and confirmation.

(A) DC Funds Applications (Projects to be Held or Commence between August 2016 and February 2017)

(FAPC Paper No. 14/2016)

7. The Chairman reminded Members that they should avoid speaking if found connected with any application for the DC funds during its discussion. However, they should tell him in advance if they would like to speak or participate in voting on the application for the DC funds. Some time ago, Members had submitted the Forms of Declaration of Interest for Projects Financed by DC Funds. Therefore, they needed not declare again at the meeting unless Members would like to speak or participate in voting on the application connected with them.

8. A Member said inflation had continued in recent years but the aggregated amount of funds of the Tuen Mun DC had not risen. She pointed out that the pay of the staff employed with DC funds had been increasing. Besides, there was no cyclorama at the Tuen Mun Civic Centre. The activities held by the DC or local organisations needed to reserve a lot of funds for the provision of shelters. Another Member reflected that some working groups under the DC and their committees did not use up the funds, which led to deduction of funding for the new financial year. The above reasons caused the scale of the activities subsidised by DC funds to become smaller and smaller so the Home Affairs Department (“HAD”) was requested to provide additional resources.

9. The Chairman requested that the Tuen Mun District Office should fight for resources from the HAD. The Tuen Mun District Officer said Members’ views would be reflected to the HAD.

Tuen Mun  
District  
Office

10. As Members did not offer any views, the Chairman announced that the funds of \$4,441,576 for 42 applications were endorsed. The amount of application at one hundred thousand dollars or above would be submitted to the meeting of the DC for approval and confirmation.

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

(FAPC Paper No. 15/2016)

11. The Chairman said the Environmental Protection Department (“EDP”)

provides funding of \$200,000 through HAD for TMDC to organise community participation activities. As the EDP said the activities needed to be vetted according to the procedures of the DC funds on the launch of community participation initiative, the applications for funds needed to be submitted to the FAPC for consideration. As Members did not offer any views on the application for funds, the Chairman announced that the funds of \$154,000 for two applications were endorsed. The amount of application at one hundred thousand dollars or above would be submitted to the meeting of the DC for approval and confirmation.

(C) Cases on DC Funded Project  
(FAPC Paper No. 16/2016)

12. There were two cases on DC funded projects and the Chairman would examine them one by one.

Case (1)

13. The Chairman said the activity of this case was cancelled because of rain but some of the items of expenditure had been met. The expenditure involved was \$13,935 in total according to the information submitted by the organisation. In accordance with paragraph 9.3 of the funding guidelines, if the project was forced to be cancelled because of factors beyond one's control and the organisation concerned had applied to the DC for payment of the amount already met, its application would be considered by the FAPC to decide whether the expenditure already met would be paid.

14. A Member said that according to cases in the past, if an activity was cancelled because of factors beyond one's control such as rain, the organisation would be paid for the expenditure already met for the activities. Therefore, she opined that payment should be made to the organisation after verification of the receipts according to the usual practice.

15. The Chairman said Members in general agreed to pay the organisation for the amount requested so she asked the Secretariat to verify the receipts submitted by the organisation. Payment could be made according to the organisation's application if the funding guidelines were observed.

## Case (2)

16. The Chairman said the organisation conducted publicity activities through the publication of the centre. It was specified that the targets were its members. In the publication, other activities apart from those of DC funds were also publicised. Although the organisation's letter of explanation said its activities would be held for the welfare of the elderly and the organisation would not receive any advantage, the above arrangement was against the funding criteria of the DC so it needed to be submitted to the FAPC to decide whether the funding for the activity should be revoked.

17. Members offered their views and made enquiries on the cases concerned, which were summarised as follows:

- (i) It was enquired whether the centre bulletin distributed at the meeting was the publication material submitted by the organisation. It was pointed out that the activities subsidised by the DC should be publicised separately. Another Member enquired whether the organisation had other ways of publicity apart from the members' bulletin;
- (ii) A Member said there was a grey area in this case. It was hoped that a decision could be made after more information was sought to understand whether the organisation had conducted individual publicity for the activity. However, another Member opined that the Secretariat had asked the organisation concerned to submit the relevant documents so there was no need to repeat this request. Another Member said there was a mechanism for appeal and the DC had no power to investigate so it could only consider according to the information provided by the organisation;
- (iii) It was enquired whether the publicity material for the five activities involved was the same with the centre bulletin distributed at the meeting, i.e. several activities were publicised in a publication material;
- (iv) It was enquired whether the "care-giver of the elderly" stated in the publication material would mean the centre's care-giver of the elderly or all care-giver of the elderly. On this, the Chairman opined that the targets of the activity had been restricted no matter how care-giver was defined;

- (v) The activity was apparently against the provisions according to the current funding guidelines so its funding should be revoked. However, the provisions of the funding guidelines on publicity could be reviewed in future to consider whether it was acceptable to make a wider publication of the activities subsidised by DC funds through a bulletin;
- (vi) It appeared that individual organisations would state in the publication materials that Members would pay lower fees. It was opined that members would receive preferential treatment from this arrangement;
- (vii) The activity should be open to citizens. It was suggested that the Secretariat should remind the organisation; and
- (viii) There was a similar case in the DC in the last tenure. The funds for the activity were revoked in the end.

18. The Secretariat replied to Members' enquiries, which were summarised as follows:

- (i) The organisation involved did not provide any publication materials when producing receipts, nor did they apply for funds for the preparation of the publicity materials. However, as the Secretariat of the DC needed to understand how the organisation conducted publicity for the activity subsidised by the DC funds, they were requested to submit the publicity materials. The one distributed at the meeting was the publicity material involving one of the DC funded activities in the first page;
- (ii) According to the cases in the past, the funding would be revoked if an organisation publicised the activities subsidised by the DC together with those not subsidised by DC on one publicity material at the same time;
- (iii) The five activities subsidised by DC involved in this case were mentioned on the publicity materials together with those not subsidised by DC. The targets of the activities were centre members; and
- (iv) According to the written reply submitted by the organisation, they conducted wide publicity by monthly meeting and neighbourhood bulletins. The bulletins would be distributed to centre members and placed at the

centre for distribution, and they would also be sent to the service units of the elderly in Tuen Mun district, mutual aid committees in the housing estate, local organisations and district councillors by post or email.

19. The Chairman concluded by saying that the FAPC should decide according to the funding guidelines. As this case was against the requirements of the funding guidelines, the funding concerned should be revoked. The Chairman asked the Secretariat to write to inform the organisation of the decision of the FAPC after discussion and remind them that they should make improvement in future.

(D) Application for Additional Funding for Recreation and Sports Activity Programmes Organised in Tuen Mun District by LCSD  
(FAPC Paper No. 17/2016)

20. The Chairman said the FAPC endorsed the DC funds of \$4,714,065 to the Leisure and Cultural Services Department (“LCSD”) in February 2016 to hold the Recreation and Sports Activity Programmes between July 2016 and February 2017. As the HAD had not decided on the aggregated amount of funds of the Community Involvement Initiatives for 2016-2017 at the time, the FAPC decided on the amount according to the amount of funds for 2015-2016 at the time in order to ensure that the funds concerned would not affect the funding budget of other activities, and agreed that the LCSD would review timely according to the situation of the funds spent. Subsequently, after the review, the LCSD found that the current funds were not enough to hold the activities which would be originally launched in this year as the price had soared and pay of the part-time staff had been revised. To maintain the current service level, the LCSD applied for additional funds of \$292,000, i.e. the funds for which they applied were revised from \$4,714,065 to \$5,006,065 to hold the various recreation and sports activities. The application concerned was supported by the FAPC on 9 August 2016.

21. A Member said he/she agreed with the additional funds to the LCSD. However, it was reiterated that the increase of funds to individual projects would reduce the funds for other projects. The HAD was requested to note the situation and provide additional resources to meet inflation. Members did not offer any views so the Chairman announced that the content of the paper was endorsed and the Tuen Mun District Office was asked to assist in fighting for resources.

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III. Reporting Items

(A) Position of TMDC Funds up to 29 July 2016

(FAPC Paper No. 19/2016)

22. The Chairman reported that the DC had granted funds of \$21,604,678 in total, subsidising 821 community involvement activities up to 29 July 2016.

(B) Use of DC Funds to Engage Dedicated Staff to Discharge DC Duties -  
District Council Staff Pay Adjustment

(FAPC Paper No. 20/2016)

23. The Chairman said the HAD had reviewed the pay of the non-civil service contract staff in the department. According to the finding of the review, the HAD approved that the full time contract staff with a monthly pay at \$65,510 or below would have an increase of 4.68% while the full time contract staff with a monthly pay at \$65,510 or above would have an increase of 4.19% with effect from 1 August 2016. As far as the Tuen Mun DC was concerned, all the full time contract staff employed with DC funds were paid \$65,510 or below a month so they would have a rise of 4.68%. It was expected that the DC funds for the 2016-2017 financial year would be enough to meet the difference caused by the salary revision.

24. A Member supported the pay rise of staff but reiterated that the amount of funds of the Tuen Mun DC were not enough. The HAD was requested to provide additional funds. A Member suggested that there should be 3% additional funds and suggested that the FAPC should write to the HAD to reflect Members' views.

25. The Chairman concluded by saying that the FAPC supported that full time contract staff employed by DC funds would have a pay rise of 4.68% but opined that the block grants should be increased too. He added that the HAD allowed different districts to have an over-commitment of not more than 25% of the amount of funds. However, the amount of over-commitment was not actual funds. The FAPC would write to the HAD hoping that there would be additional funding to the Tuen Mun DC to meet different expenditure in light of inflation.

Secretary

(Post-meeting note: the letter concerned was sent on 22 September 2016 and the reply was received on 3 October 2016)

(C) Report of Working Group on Matters Relating to 2017 TMDC Calendars and Red Packets

(FAPC Paper No. 21/2016)

26. The Chairman said there were two replies to the invitation to quotation. The working group recommended to the FAPC that the contractor with the lowest quotation was Kwong Wing Calendar Printing Limited. The FAPC agreed with the recommendation of the working group.

27. The Secretariat introduced the photos and styles of red packets recommended by the working group with slideshow.

28. Members offered their views on the content of the calendar for each month, which were summarised as follows:

**January – Tuen Mun – Chek Lap Kok Link**

Thematic photo: It was agreed that the reclamation area at the Northern Landfall of the section of the sub-sea tunnel at the Northern Connection should be used as a thematic photo;

Illustration: It was suggested seeking the mimic diagram of the Tuen Mun – Chek Lap Kok Link from the department concerned to be used as an illustration. If the department could not provide the related photo, the photo of the Northern Connection Toll Plaza and the related works could be used instead;

**February – Chinese New Year**

Thematic photo: The zodiac layout of the last year should not be used as thematic photo to avoid losing the meaning of welcoming the Chinese New Year lest the citizens would misunderstand that the Tuen Mun DC selected the photo perfunctorily. A Member opined that citizens would understand that DC could only use photos of the last year for the wall calendar. Written description could be used to illustrate the zodiac in the coming year. A Member suggested using the photo of village customs in the Chinese New Year or Chinese tradition crafts as a thematic photo. After discussion, the FAPC resolved that the photo of flower fair at year end or the hustle and bustle of the Chinese New Year should be sought as a

thematic photo;

Illustration: It was opined that the decorative lighting on a flyover was not eye-catching or pretty but it was difficult to seek other photos. After discussion, the FAPC resolved that the photo of the decorative lighting at the flyover would be used as an illustration;

### **March – Hong Kong Games**

Thematic photo: It was suggested stating that the cheerleaders were Tuen Mun Cheerleaders below the photo of the cheerleaders;

Illustration: The illustration of the flag presentation ceremony of the Hong Kong Games did not show any characteristics or dynamics. It was suggested using the photo of a Tuen Mun sports facility or athletes entering the sports ground while holding a flag instead. Besides, Mr. TSANG Hin-hong declared that he was one of the people in the illustration. It was suggested that the Tuen Mun District Office should arrange for a photographer to take photos of the team for dynamic photos. After discussion, the FAPC resolved that the photo of flag presentation ceremony would be kept while another dynamic photo would be sought out as an illustration;

### **April – Tin Hau Festival**

Thematic photo and illustration: It would be better if the photo of Tin Hau Temple could be displayed. A Member opined that the paper building behind the Fa Pau lacked aesthetics. Another Member suggested deleting the name of the Fa Pau Club on the Fa Pau by computer to avoid publicity. A Member said the Fa Pau would face the temple when people worshipped the God so it would be difficult to find a photo with the Tin Hau Temple as background and the Fa Pau facing the front. After discussion, the FAPC resolved that the original lion-dancing photo would be kept as a thematic photo while the photo of Fa Pau would be used as an illustration;

### **May – Dragon Boat Festival**

Thematic photo and illustration: The Dragon Boat Festival usually fell in June. It was enquired whether it was appropriate to use this as the theme for May. After verification, it was learned that the Dragon Boat Festival in the coming year would fall in May so it could go with the monthly theme. After discussion, the FAPC resolved that the original photo of dragon boats would be kept;

### **June – Mouse Island Children’s Playground**

Thematic photo and illustration: the Mouse Island Children’s Playground had characteristics. The FAPC resolved that the panorama photo of the Mouse Island Children’s playground taken by the contractor would be used as the thematic photo while the photo of the perimeter facilities would be used as illustration;

### **July – Sunset at Lung Koo Tan**

Thematic photo and illustration: beach was one of the characteristics in Tuen Mun District. The FAPC resolved that the photos of sunset at Lung Koo Tan would be used as the thematic photo and illustration;

### **August – Schools in Tuen Mun**

Thematic photo: following the completion of the Chu Hai College of Higher Education, the FAPC resolved that the photo of the college would be used a thematic photo;

Illustration: The working group originally suggested using the photo of the Harrow International Hong Kong School and the design drawing of the Mount Kelly International School as the illustrations. However, a Member reflected that the photo of the former had been used for many times while the latter had withdrawn its application for school registration. Therefore, it was suggested that the photos of the Christian Education Services Pui Oi School and the Tung Wan Mok Law Shui Wah School would be used as illustrations to promote inclusiveness;

### **September – Tuen Mun Traffic**

Thematic photo: as the Tuen Mun Pier was re-opened this year, the FAPC resolved that it would be used as a theme. A Member suggested using words as introduction but a Member said it was not appropriate to publicise private sector. It was suggested using the Tuen Mun Bus-bus Interchange which benefited residents of Tuen Mun more as the thematic photo. On this, the Chairman pointed out that currently all the means of transportation were run by private companies. As long as the related companies were not publicised too much, the mere use of words to introduce the ferry service between Tuen Mun and Macao was fine. On the other hand, the photo of the Tuen Mun Bus-bus Interchange had been used for three consecutive years and there would be new facilities at the interchange in the next year. Therefore, it was suggested that the photo concerned would be used in the next year;

Illustration: it was suggested adding a photo of the Tuen Mun Bus-bus Interchange or light rail as an illustration. After discussion, the FAPC resolved that the photo of the newly purchased 8-car West Rail vehicle would be used;

### **October – Sludge Treatment Facility**

Thematic photo: the FAPC agreed with using the photo of the outlook of the sludge treatment facility;

Illustration: the FAPC agreed with using the photos of the spa facilities and garden in the sludge treatment facility;

### **November – Recreational and Cultural Activities**

Thematic photo: the FAPC agreed with using the photo of the dancing performance during the Tuen Mun Arts Festival;

Illustrations: the FAPC agreed with using the photos of the Chinese Chess Competition and the Tuen Mun Model Boats Fun Day.

## **December - Christmas**

Thematic photo and illustration: the use of Christmas trees as a background would be better. The working group suggested using the photo of carol singing as illustration. A Member agreed and opined that carol singing in streets was children's memory for most of the citizens. Another Member opined that only crowds were seen in the photo so the theme was not specific. In another photo of carol singing, members of the choir wearing blue and white clothes was a taboo of the Chinese traditions so it was suggested not using it. Besides, a Member opined that the use of the Christmas decorations in Tuen Mun district was better. The Chairman said the working group had considered using the photo but it was not used to avoid commercial publicity. After discussion, the FAPC resolved that the photo of Christmas decorative lighting and layout would be used as a thematic photo while the photo of carol singing would be used as an illustration.

29. During the discussion of the matter above, a Member said there were different views and a consensus could not be reached. Therefore, it was suggested that Members should offer their views and allow the working group to decide.

30. The Chairman said the Secretariat was asked to sort out the themes of the wall calendars in the past and distributed related information at the meeting. According to the above information, the themes of the wall calendar during these years had not much difference. It was expected that Members could collect views and offer innovative advice for the production of the wall calendar for the coming year.

31. The Chairman concluded by saying that for the months of which themes were decided except the photo, the Secretariat was requested to ask the contractor to take photos or seek photos from the related department according to Members' suggestions. As the time for the production was pressing, he suggested that the Secretariat should seek his approval upon receipt of the photos and there was no need to consult the FAPC. On red packets, the bottom of the red packets would be printed with "Support Environmental Protection: Recycle", same as last year. As Members did not object to the above arrangement, the Chairman asked the Secretariat to take follow-up action on the appointment of a contractor and the printing work.

Secretary

(D) Report of Working Group on Display of Banners by District Councillors  
(FAPC Paper No. 22/2016)

32. Members offered their views on the matter concerned, which were summarised as follows:

- (i) Some of the locations for display available were new. It was enquired whether request for changes could be made to the Tuen Mun District Land Office (“DLO”) at any time without any deadline;
- (ii) The request for the change of the locations for display had been made to the DLO, which had agreed to pay a site visit with him; and
- (iii) Some of the proposed locations for display were not approved by the Transport Department but the department did not send an officer to the meeting of the FAPC to reply to Members’ enquiries. Therefore, the Transport Department was requested to send an officer to the meeting of the working group and directly provide explanations why individual locations were not approved. The working group’s request for the Transport Department to attend the meeting should also be reflected in the minutes. Another Member said the DLO was the leading department of the matter concerned so it had been the department themselves which would consult other departments on the views of the matter concerned. If Members opined that all the departments involved needed to be invited to the meeting to provide explanations on the situations, the Tuen Mun District Officer should assist with the co-ordinations.

33. The convenor of the working group replied to Members’ enquiries, which were summarised as follows:

- (i) As the Legco election was imminent, the locations for display of banners of the Legco members and other organisations had been released for Tuen Mun District Councillors for their selection;
- (ii) Unless the original locations for display could not be used because of works involved, the DLO would not consider additional locations for display. The new locations for display suggested by Members might involve the considerations by other departments so they might not be approved for use;

- (iii) The locations which the DLO provided to Members for selection were locations approved to display banners;
- (iv) The working group had invited the representative of the Transport Department to attend the meeting at the first meeting of the working group but the Transport Department did not send an officer to attend the meeting; and
- (v) The working group had requested that the department should pay a site visit with individual Members who asked questions on the new locations for display and take follow-up action;

34. The Chairman concluded that the working group would continue follow-up action on the matter concerned. The DLO was requested to make arrangements on inviting the representative of the Transport Department to attend the meeting of the working group together. The Tuen Mun District Office should assist with the co-ordination.

DLO,  
Transport  
Department,  
Tuen Mun  
District  
Office

#### VI. Any Other Business

35. A Member said some of the locations for display of banners which had been approved in the past were not approved now. The DLO said it was the Transport Department's suggestion but the representative of the Transport Department did not attend the meeting of the working group. She opined that the matter concerned could not be solved at the level of working group so it was raised here. She hoped that the working group could request that the representative of the Transport Department should attend the meeting for follow-up on the matter concerned. The Chairman said the Tuen Mun District Office was requested to provide assistance and co-ordination on inviting the representative of the Transport Department to attend the meeting of the working group.

36. There being no other business, the Chairman announced the meeting closed at 11:27 am. The next meeting would be held at 9:30 am on Friday, 14 October 2016.