

Minutes of the 5th Meeting of
the Finance, Administration and Publicity Committee (2018-2019) of
the Tuen Mun District Council

Date: 31 August 2018 (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
The Hon HO Kwan-yiu, JP (Vice-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	9:31 a.m.	End of meeting
Mr SO Shiu-shing	TMDC Member	9:30 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	9:30 a.m.	End of meeting
Ms CHING Chi-hung	TMDC Member	9:31 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
Ms SO Ka-man	TMDC Member	9:30 a.m.	End of meeting
Mr KAM Man-fung	TMDC Member	9:30 a.m.	End of meeting
Mr MO Shing-fung	TMDC Member	9:30 a.m.	End of meeting
Mr YIP Man-pan	TMDC Member	9:32 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		

In Attendance

Miss TSUI Man-ye, Joanna

Assistant District Officer (Tuen Mun)1,
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

Absent with Apologies

Ms HO Hang-mui

TMDC Member

The Hon LAU Ip-keung, Kenneth,
BBS, MH, JP

TMDC Member

Mr YEUNG Chi-hang

TMDC Member

I. Opening Remarks

The Chairman welcomed all present to the 5th meeting of the Finance, Administration and Publicity Committee (“FAPC”) (2018-2019).

2. The Chairman made it known 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 applications for leave of absence had been received from Members.

III. Confirmation of Minutes of the 4th Meeting (2018-2019)

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

IV. Discussion Items

(A) DC Funds Applications (Projects to be Held or Commence from September 2018 to February 2019)
(FAPC Paper No. 22/2018)

5. The Chairman reminded Members that during the discussion on the applications for District Council (“DC”) Funds, if 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.

6. The Chairman said that, to facilitate discussion, the Secretariat had, in accordance with the TMDC Funding Guidelines (“Funding Guidelines”), scrutinised beforehand the funding applications set out in the paper for Members’ reference. Copies of the funding application forms were available on the conference table for inspection. Members were welcome to put forward for discussion any comments on the recommended funding amounts.

7. The Chairman pointed out that the Secretariat had recommended a total of \$4,330,433 to 39 funding applications.

8. As Members had no other comments, the Chairman announced that the contents of the paper were endorsed. Applications involving funding of \$100,000 or more would be submitted to the DC for endorsement and confirmation.

(B) EPD Funds Application for Community Participation Initiative on Environmental Protection
(FAPC Paper No. 23/2018)

9. The Chairman said that in the financial year (“FY”) 2018-2019, the Environmental Protection Department (“EPD”) had allocated \$200,000 to the TMDC through the Home Affairs Department (“HAD”) for organising community involvement activities. There were three applications for such activities. As the EPD had indicated that the activities should be subject to examination and approval in accordance with the procedure for allocation of DC Funds for community involvement programmes, the relevant applications were submitted to the FAPC for endorsement.

10. The Chairman continued that, to facilitate discussion, the Secretariat had, in accordance with the Funding Guidelines, scrutinised beforehand the funding applications set out in the paper and recommended allocating a total of \$188,000 to the three applications.

11. As Members had no other comments, the Chairman announced that the contents of the paper were endorsed.

V. Reporting Items**(A) Position of TMDC Funds up to 15 August 2018**
(FAPC Paper No. 24/2018)

12. The Chairman said that as at 15 August 2018, the DC had allocated a total of \$25,526,777 to subsidise 741 community involvement activities.

(B) Use of DC Funds to Engage Dedicated Staff to Discharge DC Duties - District Council Staff Pay Adjustment
(FAPC Paper No. 25/2018)

13. The Chairman said that the HAD had conducted a review on the pay of non-civil service contract staff in the department. According to the result of the review, the HAD approved a pay increase of 4.51% for full-time contract staff with a monthly salary of \$70,590 or below and a pay increase of 4.06% for those with a monthly salary above \$70,590, effective from 1 August 2018. As far as the TMDC was concerned, all full-time contract staff employed with the DC Funds had a monthly salary below \$70,590 so they were entitled to a pay increase of 4.51%. The pay adjustment of the relevant contract staff in the remaining time of this FY amounted to about \$110,000 in total and the sum could be paid out of the approved funding for the use of DC Funds to engage dedicated staff to discharge DC duties. The Chairman asked Members to note the result of the pay review and the relevant arrangement.

(C) Report of Working Group on Matters Relating to 2019 TMDC Calendars And Red Packets
(FAPC Paper No. 26/2018)

14. The Chairman said that the Secretariat had altogether received three valid quotations and among them, the working group had recommended the lowest quotation, which had been offered by Kwong Wing Calendar Printing Limited. In this regard, he asked Members whether they agreed to select Kwong Wing Calendar Printing Limited as the contractor and whether they agreed on the printing quantity set out in the paper, i.e. 19 910 colour calendars and 1 million red packets. In addition, the working group had suggested passing the ten red packet designs provided by Kwong Wing Calendar Printing Limited to the FAPC for selection. Therefore, he asked Members to stay behind after the meeting to pick a suitable design for the Secretariat and the contractor to follow up on the production. As in the previous year, a Chinese phrase meaning “protect the

environment – please reuse” would be printed at the lower part of the chosen red packet design.

15. The Chairman continued that the working group had preliminarily selected some theme photos and illustration photos for the calendar for the FAPC’s consideration. He asked the Secretary to brief Members, with the aid of a PowerPoint presentation (Annex 1*), on the theme of each month and some of the calendar photos suggested by the working group. After the Secretary’s briefing, Members made comments on the theme and photos to be used for each month in the calendar. The comments are summarised as follows:

January – Tuen Mun - Chek Lap Kok Link

The FAPC decided to use the theme photo and the illustration photo recommended by the working group.

February – Lunar New Year

The FAPC decided to use the theme photo and the illustration photo recommended by the working group.

March – Sports Events in Tuen Mun

The FAPC decided to use the theme photo and the illustration photo recommended by the working group.

April – Tin Hau Festival

The FAPC decided to use the theme photo and the illustration photo recommended by the working group.

May – Cultural and Recreational Activities

Theme photo – A Member suggested using the picture “Tuen Mun Tai Chi Performance by a Thousand People and Masters” as the theme photo, but another Member pointed out that similar photos had been used for a number of times in the past. In this regard, the Chairman responded that the photo showed great vitality and corresponded with the theme so he suggested using that picture as the theme photo. The FAPC agreed with the Chairman’s suggestion.

Illustration photo – A Member reckoned that the illustration photo “Tuen Mun Chinese Chess Competition” was not suitable as it was relatively monotonous

and the composition could not accentuate the theme. Instead, the FAPC selected a football game picture “Tuen Mun District Lunar New Year Football Carnival” as the illustration photo.

June – Tuen Ng Festival

Theme photo – A Member suggested using the picture “Tuen Mun District Dragon Boat Race” as the theme photo to show the boisterous atmosphere of the dragon boat race. The FAPC agreed with the suggestion.

Illustration photo – A Member pointed out that the picture “Strong Paddlers of the Dragon Boat Race” could only show the backs of the participating athletes and the stern of the dragon boat so it was not suitable as a theme photo. The Member suggested using that picture as an illustration photo. The FAPC agreed with the suggestion.

July – Tuen Mun Castle Peak

The FAPC decided to use the theme photo and the illustration photo recommended by the working group.

August – Beaches in Tuen Mun

The FAPC decided to use the theme photo and the illustration photo recommended by the working group.

September – Mid-Autumn Festival

Theme photo – A Member suggested using the picture of “Mid-Autumn Lanterns in Tuen Mun Park” as the theme photo and the FAPC agreed with the suggestion.

Illustration photo – The FAPC decided to use the picture “The Public Celebrating Mid-Autumn Festival on the Beach” as the illustration photo.

October – Scenery in Tuen Mun by Aerial Photography

Theme photo – The FAPC decided to use the picture “Tai Lam Chung Reservoir” as the theme photo.

Illustration photo – The FAPC decided to use the picture “Tuen Mun City Centre at Daytime by Aerial Photography” as the illustration photo.

November – Tuen Mun Beach Festival

The FAPC decided to use the theme photo and the illustration photo recommended by the working group. A Member said that the majority of the photos of Tuen Mun Beach Festival showed the faces of members of the public so they might not be suitable for producing calendars. Separately, the Chairman pointed out that although the TMDC subsidised quite a number of activities each year, the photos taken by the organisations were suitable for record purpose only and could not fulfil the criteria for producing calendars.

December – Night View of Tuen Mun

Theme photo – The FAPC decided to use the picture “Magnificent Night View of Tuen Mun” as the theme photo.

Illustration photo – The FAPC decided to use the picture “Beautiful Sunset in Tuen Mun” as the illustration photo.

*Only available in Chinese version.

16. A Member said that last year, the contractor responsible for producing calendars had only started distributing the calendars in mid-December and as a result, she could not distribute them to the public in a timely manner. Therefore, she hoped that the contractor could deliver the calendars to DC Members’ offices before December this year. The Chairman responded that the formation of the working group had been advanced this year with a view to speeding up the procedures of producing calendars.

17. As Members had no other comments, the Chairman announced that Kwong Wing Calendar Printing Limited had been selected to produce 19 910 colour calendars and 1 million red packets at a total cost of \$329,956. He asked the Secretariat to follow up on the arrangements for engaging the contractor and for the production, and to distribute the calendars and the red packets according to the distribution list as early as possible after receiving them. Secretariat

VI. Any Other Business

18. A Member said that some years ago, the TMDC and the Tsuen Wan DC had collaborated on “A Study Report on Tuen Mun to Tsuen Wan Link”, with Sam Shing Residents Association as the partner organisation and applicant for

DC Funds. Nonetheless, the above association had recently been suspected of accepting advantages. Therefore, for clarification, he asked the Secretariat to give an account of the details of the above funding application, for instance, whether that association had applied for central administration fees.

19. Mr Lawrence LAU of the Tuen Mun District Office said that the Secretariat could provide relevant information for Members' reference afterwards.

20. The Chairman asked the Secretariat to provide the relevant information after the meeting. Secretariat

[Post-meeting note: In the FY 2010-2011, the TMDC and the Tsuen Wan DC collaborated on "A Study Report on Tuen Mun to Tsuen Wan Link", with Sam Shing Residents Association as the partner organisation. From record, the association did not receive any administration fees and all allocated DC Funds were used to cover the cost of the study.]

21. There being no other business, the Chairman announced the meeting closed at 9:57 a.m. The next meeting would be held at 9:30 a.m. on 19 October 2018 (Friday).

Tuen Mun District Council Secretariat

Date: 24 September 2018

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