The Committee will meet on **Tuesday 20 November at 4pm in Committee Room 2A.**

1. **MINUTES OF THE LAST MEETING**

2. **MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING**
   
   *If members have points to raise from the minutes of the last meeting it would useful if they could notify the Clerk or write to the Chairman.*

3. **ANNUAL REVIEW OF THE MEMBERS’ ALLOWANCE SCHEME**
   
   A memorandum by the Director of Finance (H/12-13/08) RESERVED and the report of the Members’ Travel Expenses User Group are attached (H/12-13/09) RESERVED.

4. **UPDATE ON CATERING AND RETAIL SERVICES**
   
   A memorandum by the Chairman of Committees is attached (H/12-13/10) RESERVED.

5. **ANY OTHER BUSINESS**

   *If members have any other business to raise it would useful if they could notify the Clerk or write to the Chairman.*

November 2012

James Whittle
020 7219 6644
whittlej@parliament.uk