The Committee will meet on **Tuesday 11 December 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. **TRAVEL EXPENSES: REASONABLE ROUTE**
   A memorandum by the Director of Finance (H/12-13/11) RESERVED.

4. **SAVINGS AND FINANCIAL PLAN**
   A memorandum by the Director of Finance (H/12-13/12) RESERVED.

5. **SECURITY CONTRACT REVIEW**
   A memorandum by the Parliamentary Security Director (H/12-13/13) RESERVED.

6. **AUDIT COMMITTEE MEMBERSHIP**
   A memorandum by the Clerk of the Parliaments is attached (H/12-13/14) RESERVED.

7. **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.

Enclosed: Committee meeting dates for 2013

December 2012

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