The Committee will meet on Tuesday 17 December at 4pm in Committee Room 2A.

1. MINUTES OF THE 6th AND 7th MEETINGS

2. MATTERS ARISING FROM THE MINUTES OF THE 6th AND 7th MEETINGS
   If members have points to raise from the minutes of the 6th and 7th meetings it would be useful if they could notify the Clerk or write to the Chairman.

   In order to raise any other matters Members must give the Chairman 24 hours notice. Matters raised without notice will not be discussed.

3. SECURITY UPDATE
   A memorandum by the Parliamentary Security Director (H/13–14/29) RESERVED. This paper has been circulated in hardcopy only.

   This paper has been carried over from the 6th meeting.

4. FORECAST OUTTURN AND FINANCIAL PLAN
   A memorandum by the Finance Director (H/13–14/32) RESERVED.

5. AUDIT COMMITTEE MEMBERSHIP
   A memorandum by the Clerk of the Parliaments (H/13–14/33).

6. CLERK OF THE PARLIAMENTS’ BRIEFING
   A memorandum by the Clerk of the Parliaments (H/13–14/34).

7. ANY OTHER BUSINESS
   If members have any other business to raise they must give the Chairman at least 24 hours notice. Matters raised without notice will not be discussed.

December 2013
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