

7 December 2020

## NOTICE OF MEETING

### ADMINISTRATION COMMITTEE

will meet on  
**Wednesday, 9 December 2020**  
beginning at  
**6:15 pm**

**PLEASE NOTE: This will be a 'virtual meeting'. The meeting can be viewed here: <https://bit.ly/3msbRpv>**

**TO:** Councillor Daniel Clarke (Chair), Councillor Keith House (Vice-Chair)  
Councillor David Airey Councillor Ian Corben  
Councillor Nicholas Couldrey Councillor Tim Groves  
Councillor Sara Tyson-Payne Councillor Margaret Atkinson  
Councillor Louise Parker-Jones

Staff Contacts: Keeley Mitchell, Case Management Officer; Tel: 023 8068 3873;  
Email: keeley.mitchell@eastleigh.gov.uk

NATALIE WIGMAN  
Corporate Director – Strategy

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Copies of this and all other agendas can be accessed via the Council's website -  
<https://meetings.eastleigh.gov.uk>  
as well as in other formats, including Braille, audio, large print and other  
languages, upon request.

**PLEASE NOTE** that any member of the press and public may listen in to proceedings at this 'virtual' meeting via a weblink which will be publicised on the Council website at least 24hrs before the meeting. It is important, however, that Councillors can discuss and take decisions without disruption, so the only participants in this virtual meeting will be the Councillors concerned, the officers advising the Committee and any participants who have registered in advance to speak. This meeting will be recorded.

## AGENDA

### 1. Public Participation

Councillors not on the Administration Committee and members of the public can participate during this section of the meeting in the following ways:

- If you are able to participate live (meet the technical requirements) and wish to be present and speak, you will need to notify Democratic Services 4 working days **(Midday Thursday 3 December 2020)** before the meeting. Technical and etiquette guides will be provided.
- Alternatively, the public can email a statement to be read out by 'the spokesperson'. Emailed statements will need to be received 2 working days **(Midday Monday 7 December 2020)** before the date of the meeting. Democratic Services will confirm receipt of the email and confirm it can be read out.
- The statement (including questions) will be the equivalent of a maximum of three minutes if read out. Please therefore restrict your statement to one side of A4 (12 font). This applies audio/ video recordings also.
- Alternatively a MP4 file will be sent to Democratic Services 4 working days **(Midday Thursday 3 December 2020)** before the meeting. This must be accompanied by a written transcript (emailed). In the event that the file does not meet technical requirements the transcript will be read by the spokesperson and shown on the screen.

Please contact us via [democratic.services@eastleigh.gov.uk](mailto:democratic.services@eastleigh.gov.uk)

### 2. Minutes (Pages 5 - 6)

To consider the Minutes of the meeting held on 12 October 2020.

### 3. Apologies

### 4. Declarations of Interest

Members are invited to declare interests in relation to items of business on the agenda. Any interests declared will be recorded in the Minutes.

### 5. Safeguarding Training for Hackney Carriage and Private Hire Drivers (Pages 7 - 18)

**DATE OF NEXT MEETING**  
**Monday, 1 February 2021 at 6:00 pm**  
**in the Eastleigh House, Upper Market Street,**  
**Eastleigh, SO50 9YN**

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